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# Info --- Source

**Sources  
of Federal  
Government  
Information  
2001-2002**

**Vol. 1 (A - H)**

Canada







Introduction

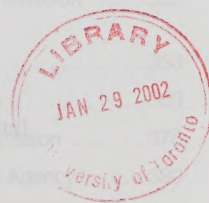
Access into Sources	1
Access into Sources	2
Access into Sources	3
Access to Information Act	5
Privacy Act	9
Designation of quality and efficiency	11
Where to obtain the sources	11
Access to information and privacy	19
Standard Program Functions	20

Chapters

1. Access to Information Act	27
2. Access to Information Act	28
3. Access to Information Act	29
4. Access to Information Act	30
5. Access to Information Act	31
6. Access to Information Act	32
7. Access to Information Act	33
8. Access to Information Act	34
9. Access to Information Act	35
10. Access to Information Act	36
11. Access to Information Act	37
12. Access to Information Act	38
13. Access to Information Act	39
14. Access to Information Act	40
15. Access to Information Act	41
16. Access to Information Act	42
17. Access to Information Act	43
18. Access to Information Act	44
19. Access to Information Act	45
20. Access to Information Act	46
21. Access to Information Act	47
22. Access to Information Act	48
23. Access to Information Act	49
24. Access to Information Act	50
25. Access to Information Act	51
26. Access to Information Act	52
27. Access to Information Act	53
28. Access to Information Act	54
29. Access to Information Act	55
30. Access to Information Act	56
31. Access to Information Act	57
32. Access to Information Act	58
33. Access to Information Act	59
34. Access to Information Act	60
35. Access to Information Act	61
36. Access to Information Act	62
37. Access to Information Act	63
38. Access to Information Act	64
39. Access to Information Act	65
40. Access to Information Act	66
41. Access to Information Act	67
42. Access to Information Act	68
43. Access to Information Act	69
44. Access to Information Act	70
45. Access to Information Act	71
46. Access to Information Act	72
47. Access to Information Act	73
48. Access to Information Act	74
49. Access to Information Act	75
50. Access to Information Act	76
51. Access to Information Act	77
52. Access to Information Act	78
53. Access to Information Act	79
54. Access to Information Act	80
55. Access to Information Act	81
56. Access to Information Act	82
57. Access to Information Act	83
58. Access to Information Act	84
59. Access to Information Act	85
60. Access to Information Act	86
61. Access to Information Act	87
62. Access to Information Act	88
63. Access to Information Act	89
64. Access to Information Act	90
65. Access to Information Act	91
66. Access to Information Act	92
67. Access to Information Act	93
68. Access to Information Act	94
69. Access to Information Act	95
70. Access to Information Act	96
71. Access to Information Act	97
72. Access to Information Act	98
73. Access to Information Act	99
74. Access to Information Act	100
75. Access to Information Act	101
76. Access to Information Act	102
77. Access to Information Act	103
78. Access to Information Act	104
79. Access to Information Act	105
80. Access to Information Act	106
81. Access to Information Act	107
82. Access to Information Act	108
83. Access to Information Act	109
84. Access to Information Act	110
85. Access to Information Act	111
86. Access to Information Act	112
87. Access to Information Act	113
88. Access to Information Act	114
89. Access to Information Act	115
90. Access to Information Act	116
91. Access to Information Act	117
92. Access to Information Act	118
93. Access to Information Act	119
94. Access to Information Act	120
95. Access to Information Act	121
96. Access to Information Act	122
97. Access to Information Act	123
98. Access to Information Act	124
99. Access to Information Act	125
100. Access to Information Act	126

# Info Source<sup>®</sup>

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2001-2002**







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# Table of Contents

## Introduction

About <i>Info Source</i> .....	1
Inside <i>Info Source</i> .....	2
Useful terms .....	3
Access to Information Act .....	5
Privacy Act .....	8
Using <i>Info Source</i> quickly and effectively ....	11
Where to obtain <i>Info Source</i> .....	11
Access to Information and Privacy Coordinators .....	13
Standard Program Records .....	35

## Chapters

1 Agriculture and Agri-Food Canada .....	37
2 Atlantic Canada Opportunities Agency ..	66
3 Atlantic Pilotage Authority Canada .....	77
4 Bank of Canada .....	79
5 Belledune Port Authority .....	93
6 British Columbia Treaty Commission ...	94
7 Business Development Bank of Canada .....	96
8 Canada Council for the Arts .....	102
9 Canada Customs and Revenue Agency .....	110
10 Canada Deposit Insurance Corporation .....	162
11 Canada Economic Development for Quebec Regions .....	166
12 Canada Industrial Relations Board ....	179
Canada Information Office (see Communication Canada) .....	436
13 Canada Lands Company Limited .....	184
14 Canada Mortgage and Housing Corporation .....	186
15 Canada-Newfoundland Offshore Petroleum Board .....	198
16 Canada-Nova Scotia Offshore Petroleum Board .....	202
17 Canada Post Corporation .....	206

18 Canada Science and Technology Museum .....	218
19 Canadian Artists and Producers Professional Relations Tribunal .....	221
20 Canadian Centre for Management Development .....	223
21 Canadian Centre for Occupational Health and Safety .....	227
22 Canadian Commercial Corporation ...	231
23 Canadian Cultural Property Export Review Board .....	233
24 Canadian Dairy Commission .....	236
25 Canadian Environmental Assessment Agency .....	238
26 Canadian Film Development Corporation .....	243
27 Canadian Food Inspection Agency ....	246
28 Canadian Forces Grievance Board ....	258
29 Canadian Grain Commission .....	260
30 Canadian Heritage .....	264
31 Canadian Human Rights Commission .....	283
32 Canadian Human Rights Tribunal ....	289
33 Canadian Institutes of Health Research .....	290
34 Canadian International Development Agency .....	303
35 Canadian International Trade Tribunal ..	334
36 Canadian Museum of Civilization ....	336
37 Canadian Museum of Nature .....	340
38 Canadian Nuclear Safety Commission .....	343
39 Canadian Polar Commission .....	350
40 Canadian Radio-television and Telecommunications Commission ....	352
41 Canadian Security Intelligence Service .....	363
42 Canadian Space Agency .....	369
43 Canadian Tourism Commission .....	376
44 Canadian Transportation Agency ....	380
45 Canadian Wheat Board .....	387
46 Citizenship and Immigration Canada ...	389

47	Commission for Public Complaints Against the RCMP	433
48	Communication Canada	436
49	Copyright Board Canada	439
50	Correctional Service of Canada	442
51	Defence Construction Canada	464
52	Department of Finance Canada	467
53	Department of Foreign Affairs and International Trade	487
54	Department of Justice Canada	508
55	Environment Canada	531
56	Export Development Corporation	554
57	Farm Credit Corporation Canada	556
58	Federal Bridge Corporation Limited	562
59	Financial Transactions and Reports Analysis Centre of Canada	565
60	Fisheries and Oceans Canada	568
61	Fraser River Port Authority	586
62	Freshwater Fish Marketing Corporation	589
63	Great Lakes Pilotage Authority Canada	591
64	Gwich'in Land and Water Board	594
65	Gwich'in Land Use Planning Board	595
66	Halifax Port Authority	596
67	Hamilton Port Authority	599
68	Hazardous Materials Information Review Commission	600
69	Health Canada	605
70	Historic Sites and Monuments Board of Canada	643
71	Human Resources Development Canada	645

## Table of Contents

Introduction	1
About this Source	2
Inside this Source	3
Using this Source	4
Access to Information Act	5
Privacy Act	6
Using this Source quickly and effectively	7
Where to obtain this Source	8
Access to Information and Privacy Commissioners	9
Standard Program Records	10

## Chapters

1	Agriculture and Agri-Food Canada	37
2	Atlantic Canada Opportunities Agency	68
3	Atlantic Provinces Authority	77
4	Bank of Canada	79
5	Balance of Payments Authority	93
6	British Columbia Treaty Commission	94
7	Business Development Bank of Canada	98
8	Canada Council for the Arts	102
9	Canada Customs and Revenue Agency	109
10	Canada Development Corporation	162
11	Canada Economic Development for Quebec Region	169
12	Canada Industrial Relations Board	179
13	Canada Information Office (see Communication Canada)	183
14	Canada Lands Company Limited	184
15	Canada Mortgage and Housing Corporation	188
16	Canada-Northeast Ontario Petroleum Board	198
17	Canada-Nova Scotia Offshore Petroleum Board	208
18	Canada Post Corporation	218



## Introduction

**Note:** This introduction to **Info Source** is in large print to assist persons with visual disabilities.

## About Info Source

The information contained in this document is a compilation of data submitted by federal departments and agencies. Consequently, each department and agency is responsible for the information it submits.

**Info Source: Sources of Federal Government Information** will make it fast and easy for you to find out about the Government of Canada, its organization and its information holdings. It will help you determine where you should go, write or call to make government enquiries, and is likely to be the first and only step you'll need to take to locate the source of the information you want.

This book is also the key to learning how to exercise your rights under two Canadian laws – the *Access to Information Act* and the *Privacy Act*. This Introduction tells you what you need to know to request information under those legislations.

First, however, it is helpful for you to understand the basic differences between the *Access to Information Act* and the *Privacy Act*. The information contained under each Act is different and there are different procedures to obtain it. The following pages describe the essential details.

**Info Source** combines and replaces the **Access Register** and the **Index to Personal Information**, two publications you might have seen or used before.

The annual edition of **Info Source** is complemented by bulletins, including the **Directory of Federal Government Enquiry Points**.

## Inside Info Source

This Info **Source book** has three main components:

### Table of Contents

The Table of Contents is organized alphabetically by the commonly used name of the department or agency, such as Agriculture and Agri-Food Canada or Health Canada, rather than by their legal titles, Department of Agriculture and Agri-Food or Department of Health.

### Introduction

The Introduction includes:

- information about the terms used throughout the book, some essential points about the *Access to Information Act* and the *Privacy Act*, and directions on how to locate information by using **Info Source** or by making a formal request under either Act;
- a listing of Access to Information and Privacy Coordinators, which is organized in the same order as the Table of Contents, gives you the address and telephone number of all Access to Information and Privacy offices; and
- the description of the Standard Program Records — see definition under “Useful Terms” below.

### Chapters

There is one chapter for each federal government department or agency subject to the *Access to Information Act* and the *Privacy Act*, or to the *Privacy Act* only.

Except for the institutions subject to the *Privacy Act* only, each chapter contains:

**General Information** about the institution, including:

- Background
- Responsibilities
- Legislation
- Organization

**Information Holdings** including:

- Program Records
- Standard Program Records
- Personal Information Banks
- Classes of Personal Information
- Manuals

**Additional Information** including:

- Address of a central information source, as well as regional addresses, if any
- Reading Room(s)

**Useful terms**

**Access to Information and Privacy Coordinator** Each federal government department or agency has an Access to Information and Privacy Coordinator. The Coordinators' offices are staffed by people who can answer questions and help you identify the records you wish to see. The Coordinators may be contacted in person, by telephone or by letter. If you send a letter, include as much information as you can to help the staff locate the records you want and send you a reply as soon as possible.

**Bank Number** (See "Program Record Number or Bank Number" below.)

**Classes of Personal Information** Other personal information not used administratively or not retrievable by personal identifier, for instance unsolicited opinions, complaints or correspondence, is described under "Classes of Personal Information". This category was included to ensure that government departments and agencies account for all personal information which they hold.



**Manuals** The manuals listed under this title contain the directives, instructions, guidelines or procedures which are used by the employees of a department or agency to carry out its operations, activities or programs.

**Personal Information Banks** Personal Information Banks provide a summary of the type of information about individuals which is held by federal departments and agencies. The *Privacy Act* requires that Personal Information Banks include all personal information that is organized and retrievable by a person's name or by an identifying number, symbol or other particular assigned only to that person. Personal Information Banks must also include personal information which has been or is being used, or is available for use for an administrative purpose.

**Personal Information Banks – Federal Employees** The Personal Information Banks for Government of Canada employees are now described in a separate publication, **Info Source: Sources of Federal Employee Information**. This book is available in the office of the Access to Information and Privacy Coordinator at each federal government department or agency, federal government personnel offices and federal libraries.

**Program Records** The Program Records provide pointers to program information held by each federal government department or agency and describe the subject areas covered by these programs.

**Program Record Number or Bank Number** The Program Record Number or Bank Number you see at the end of each Program Record or Personal Information Bank helps the Access to Information and Privacy office to locate the information you require.

**Reading Room** The *Access to Information Act* requires all government institutions to provide facilities where their manuals can be inspected. The location of one or more reading rooms is provided under this heading.

**Standard Program Records** Many departments and agencies use Standard Program Records to list information on administrative subject areas which are common to many institutions, for example Accounts and Accounting, Budgets, Buildings, etc.

## Access to Information Act

The *Access to Information Act* gives Canadian citizens as well as people and corporations present in Canada the right to have access to federal government records that are not of a personal nature. The Act complements but does not replace other procedures for obtaining government information. It is not intended to limit in any way the access to government information that is normally available to the public upon request.

**Wide range of information** You can ask for information, no matter what form it is in, including letters, memos, reports, photographs, films, microfilms and computerized data. This **Info Source** book has been designed to help you pinpoint the department or agency where the information is held and assists you in obtaining it.

## Using the Access to Information Act

Some information may be exempt or excluded under the *Act*.

- **Exemptions:** Exemptions protect certain types of information that could cause harm if released. For example, some information on national security, law enforcement or trade secrets falls into this category.
- **Exclusions:** The *Access to Information Act* does not apply to public information that is already available, such as publications and material in libraries and museums. It also excludes material such as Cabinet documents.

- **Note:** Of course, the *Act* cannot give you access to records that are not controlled by the federal government, such as those maintained by provincial or municipal governments or by private organizations such as commercial banks and credit bureaus. Most provincial governments each have legislation similar to the *Access to Information Act*. Consult the provincial government listings in the blue pages of your local telephone book.

## How to apply

Once you have decided to make a formal request under the *Access to Information Act*, there are certain simple procedures to follow:

- Consult **Info Source** to find the appropriate department or agency.
- Obtain an **Access to Information Request Form** from any location where **Info Source** is available (including the Web Site: [www.tbs-sct.gc.ca/tbsf-fsct\\_e.html](http://www.tbs-sct.gc.ca/tbsf-fsct_e.html)).
- If it is not convenient for you to fill in a form, you may send a letter, mentioning the *Act* (see details below).
- Enclose the application fee (see details below).
- **Send the form or the letter to the Access to Information Coordinator at the appropriate department or agency.**

If you decide to submit a letter, you must state clearly that you are requesting information under the *Access to Information Act*, and include the following:

- name of the government department or agency you believe has the information you want;
- description (be as specific as possible) of the records you want to see;
- preferred method of seeing the records (e.g. do you want to receive photocopies of the original documents or see the originals in the government office where they are located?);



- your name, street, address, city or town, province or territory, postal code, telephone number(s) and your signature;
- date of your request;
- application fee.

**Fees and costs** An application fee of \$5 (subject to change) applies and additional costs may be charged for each request. You will be notified in advance if there are additional costs and you may be asked to make a deposit. Cheques and money orders are payable to the Receiver General of Canada (unless otherwise stated).

**Turnaround time** Government departments must acknowledge your request within 30 days under the *Access to Information Act*. However, in special cases, they may need more time to process your request. If you feel it's taking too long, you can complain to the Information Commissioner.

## Information Commissioner

The Information Commissioner investigates formal complaints from members of the public arising from the *Access to Information Act*. If you have a complaint about the denial of access to information, fees charged for access, the time taken to respond to requests, refusal to give access in the official language requested, **Info**

**Source** publications and other matters that relate to requesting or obtaining access to records, you may contact:

### Office of the Information Commissioner

Place de Ville, 22<sup>nd</sup> Floor, Tower B  
112 Kent Street, Ottawa, Ontario K1A 1H3

General Enquiries ..... (613) 995-2410  
Fax ..... (613) 947-7294  
Toll-free ..... 1-800-267-0441  
TTY ..... (613) 992-9190

Web Site ..... [www.infocom.gc.ca](http://www.infocom.gc.ca)

When the Information Commissioner's investigation is completed, an individual who is of the opinion that they have not been given access to all information which they are entitled to receive has the right to apply to the Federal Court – Trial Division for a review of the matter.

## Privacy Act

In its day-to-day operations, federal government departments and agencies collect personal information from almost all Canadians. The *Privacy Act* gives Canadian citizens and people present in Canada the right to have access to information that is held about them by the federal government. It also protects against unauthorized disclosure of that personal information. In addition, it strictly controls how the government will collect, use, store, disclose and dispose of any personal information.

**Most information is available when you ask** Because much of your personal information is available to you informally at your request, this **Info Source** book has been designed to help you pinpoint the department or agency where the information is held and assist you in obtaining it.

**Types of personal information held** You probably already know about many of the programs and operations of the government that use personal information such as income tax at Canada Customs and Revenue Agency, citizenship at Citizenship and Immigration Canada and the Employment Insurance program at Human Resources Development Canada.

**Note** The *Privacy Act* does not control nor give you access to records that are not held by the federal government, such as those maintained by provincial or municipal governments or by private organizations such as commercial banks and credit bureaus. Most provincial governments have legislation similar to the *Privacy Act*. Consult the provincial government listings in the blue pages of your local telephone book.

**Some personal information is confidential** The federal government must keep some personal information confidential under the *Privacy Act*, much of which relates to other people, national security or law enforcement.

## How to apply

When you have decided to make a formal request under the *Privacy Act*, there are certain procedures to follow. Remember, you will find what you are looking for faster if you already have a good idea of which department or agency has the information you want.

- Obtain a **Personal Information Request Form** at any location where **Info Source** is available (including the Web Site: [www.tbs-sct.gc.ca/tbsf-fsct\\_e.html](http://www.tbs-sct.gc.ca/tbsf-fsct_e.html)).
- Fill out the form and identify yourself in such a way that the government can verify who you are, i.e. that it is you, and not someone else, asking for your information. The more precise the information you provide, the faster your request can be answered.
- **Send the form to the Privacy Coordinator of the appropriate department or agency.**
- There is no charge to apply for information under the *Privacy Act*.

**To change the information** If you believe the information which a federal institution has on file about you is untrue or misleading, you can ask to have it corrected. Even if the department or agency does not agree to change this information, it must make a note that you have asked for the change and attach it to the file.

**Safeguarding personal information** The protection of your personal information and privacy is also a very important purpose of the *Privacy Act*. The *Act* states how and when the government can collect, store and dispose of personal information. It also covers specifically why and how the information can be used or given out, as well as who can use or receive it.



**Giving out information** The government can only disclose your information to someone else with your consent or when one or more of the criteria in the *Privacy Act* are met, such as to comply with a subpoena.

**Turnaround time** Under the law, all or most of the information you ask for should be disclosed within 30 days of receiving the request. If a time extension is required, you will be notified within the first 30 days and told why up to another 30 days may be needed.

## **Privacy Commissioner**

The Privacy Commissioner is a representative of the people with the power to look into complaints of improper collection, use, storage, disclosure or disposal of personal information. The Privacy Commissioner can also help if you are dissatisfied with the results of your formal application or the time it has taken to obtain your personal information.

When the Privacy Commissioner's investigation is completed, an individual who is of the opinion that they have not been given access to all of their personal information to which they are entitled, has the right to apply to the Federal Court – Trial Division for a review of the matter.

You can write or call the Privacy Commissioner's office at:

### **Office of the Privacy Commissioner**

Place de Ville, 3<sup>rd</sup> Floor, Tower B  
112 Kent Street, Ottawa, Ontario K1A 1H3

General Enquiries . . . . . (613) 995-8210  
Fax . . . . . (613) 947-6850  
Toll-free . . . . . 1-800-282-1376  
TTY . . . . . (613) 992-9190

Web Site . . . . . [www.privcom.gc.ca](http://www.privcom.gc.ca)

## Using Info Source quickly and effectively

**Determine the correct chapter** Turn to the chapter of the department or agency you think has the information, and check the Program Records and the Personal Information Banks.

If you are unsure about the correct department or agency, a telephone call or letter to any Access to Information and Privacy Coordinator's office should provide the answer.

**For persons with disabilities** Individuals who are unable to exercise their rights using regular procedures may obtain further assistance from any Access to Information and Privacy Coordinator's office.

## Where to obtain Info Source

For more information about **Info Source**, the *Access to Information Act* or the *Privacy Act*, you may contact:

### Treasury Board of Canada Secretariat

L'Esplanade Laurier, 8<sup>th</sup> Floor, East Tower  
140 O'Connor Street, Ottawa, Ontario K1A 0R5

General Enquiries . . . . .	(613) 957-2400
Publications . . . . .	(613) 995-2855
Library . . . . .	(613) 996-5494
Fax . . . . .	(613) 996-0518
TTY . . . . .	(613) 957-9090

Web Site . . . . . [www.tbs-sct.gc.ca](http://www.tbs-sct.gc.ca)

If you would like a copy of the **Directory of Federal Government Enquiry Points** or a brochure on the *Access to Information Act* or the *Privacy Act*, please contact:

**Treasury Board Distribution Centre**

L'Esplanade Laurier, Room P-140, Level P-1W  
300 Laurier Avenue West, Ottawa, Ontario K1A 0R5

Telephone . . . . . (613) 995-2855

Fax . . . . . (613) 996-0518

E-Mail . . . . . Services-Publications@tbs-sct.gc.ca

If you would like to purchase a copy of **Sources of Federal Government Information** or **Sources of Federal Employee Information**, please contact:

**Canadian Government Publishing – Communication Canada**

Ottawa, Ontario K1A 0S9

Telephone . . . . . (819) 956-4800

Fax . . . . . (819) 994-1498

Toll-free . . . . . 1-800-635-7943

Web Site [www.communication.gc.ca/publications/publications\\_e.html](http://www.communication.gc.ca/publications/publications_e.html)

**Info Source** is also available on the Web at: [infosource.gc.ca](http://infosource.gc.ca)

**Note:** *Access to Information Act* and *Privacy Act* requests must be addressed to the appropriate institutions, at the addresses listed in the pages which follow.



## **Access to Information and Privacy Coordinators**

**Agricultural Products Board**  
see Agriculture and Agri-Food  
Canada

**Agricultural  
Stabilization Board**  
see Agriculture and Agri-Food  
Canada

**Agriculture and  
Agri-Food Canada**  
Victor Desroches  
Room 255, Sir John  
Carling Building  
930 Carling Avenue  
Ottawa, Ontario K1A 0C5

Tel: (613) 759-7083  
Fax: (613) 759-6547

**Atlantic Canada  
Opportunities Agency**  
Claudia Gaudet  
Blue Cross Centre  
644 Main Street, 3<sup>rd</sup> Floor  
P.O. Box 6051  
Moncton, New Brunswick  
E1C 9J8

Tel: (506) 851-3845  
1-800-561-7862  
Fax: (506) 851-7403

**Atlantic Pilotage Authority  
Canada**  
Peter MacArthur  
Purdy's Wharf, Tower 1  
1959 Upper Water Street  
Suite 1402  
Halifax, Nova Scotia B3J 3N2

Tel: (902) 426-2550  
Fax: (902) 426-4004

**Bank of Canada**  
Ted Requard  
234 Wellington Street, 4-Centre  
Ottawa, Ontario K1A 0G9

Tel: (613) 782-8537  
Fax: (613) 782-7003

**Belledune Port Authority**  
Port Manager  
261 Shannon Drive  
Belledune, New Brunswick  
E8G 2W1

Tel: (506) 522-1200  
Fax: (506) 522-0803

**British Columbia Treaty Commission**

Chief Commissioner  
1155 West Pender Street  
Suite 203  
Vancouver, British Columbia  
V6E 2P4

Tel: (604) 482-9200  
Fax: (604) 482-9222

**Business Development Bank of Canada**

Robert D. Annett  
5 Place Ville Marie, Suite 400  
Montreal, Quebec H3B 5E7

Tel: (514) 283-3554  
Fax: (514) 283-9731

**Canada Council for the Arts**

Irène Boilard  
350 Albert Street, 9<sup>th</sup> Floor  
P.O. Box 1047  
Ottawa, Ontario K1P 5V8

Tel: (613) 566-4414 Ext 4261  
1-800-263-5588 Ext 4161  
Fax: (613) 566-4411

**Canada Customs and Revenue Agency**

Suzanne Lafrance  
Albion Tower  
25 Nicholas Street, 11<sup>th</sup> Floor  
Ottawa, Ontario K1A 0L5

Tel: (613) 957-8819  
Fax: (613) 941-9395

**Canada Deposit Insurance Corporation**

Claudia Morrow  
50 O'Connor Street, 17<sup>th</sup> Floor  
Ottawa, Ontario K1P 5W5

Tel: (613) 947-0268  
Fax: (613) 996-6095

**Canada Economic Development for Quebec Regions**

Andrée Narbonne  
800 Victoria Square, Suite 3800  
P.O. Box 247  
Montreal, Quebec H4Z 1E8

Tel: (514) 283-8418  
Fax: (514) 283-9679

**Canada Industrial  
Relations Board**

Ruth Smith  
C.D. Howe Building  
4<sup>th</sup> Floor West  
240 Sparks Street  
Ottawa, Ontario K1A 0X8

Tel: (613) 947-5441

Fax: (613) 947-5407

**Canada Lands  
Company Limited**

Brian Way  
200 King Street West, Suite 1500  
Toronto, Ontario M5H 3T4

Tel: (416) 952-6176

Fax: (416) 952-6200

**Canada Mortgage and  
Housing Corporation**

D.V. Tyler  
700 Montreal Road  
Ottawa, Ontario K1A 0P7

Tel: (613) 748-2892

Fax: (613) 748-4098

**Canada-Newfoundland  
Offshore Petroleum Board**

Jim Doyle  
TD Place, 5<sup>th</sup> Floor  
140 Water Street  
St. John's, Newfoundland  
A1C 6H6

Tel: (709) 778-1464

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**Public Service Staff  
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**Public Works and Government  
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**Quebec Port Authority**

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### **Royal Canadian Mounted Police External Review Committee**

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### **Saguenay Port Authority**

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### **Sahtu Land and Water Board**

Larry Wallace  
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### **Sahtu Land Use Planning Board**

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### **Saint John Port Authority**

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Fax: (506) 636-4443

### **Seaway International Bridge Corporation Ltd**

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### **Security Intelligence Review Committee**

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Fax: (613) 990-5230

### **Sept-Îles Port Authority**

Guy Gingras  
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**Social Sciences and  
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of Canada**

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**Solicitor General Canada**

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**St. John's Port Authority**

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**Standards Council of Canada**

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**Statistics Canada**

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**Status of Women Canada**

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**Statute Revision Commission**

see Department of Justice  
Canada

**Thunder Bay Port Authority**

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**Toronto Port Authority**

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### **Transportation Safety Board of Canada**

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### **Transport Canada**

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### **Treasury Board of Canada Secretariat**

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### **Trois-Rivières Port Authority**

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### **Vancouver Port Authority**

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### **Veterans Affairs Canada**

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### **Veterans Review Appeal Board Canada**

see Veterans Affairs Canada

**Western Economic  
Diversification Canada**

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**Windsor Port Authority**

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**Yukon Surface Rights Board**

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**Yukon Territory Water Board**

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Fax: (867) 668-3628



## Standard Program Records

This section describes the subject matter of certain records which are common to most federal departments and agencies, such as personnel records, financial records, purchasing and property control records, materiel management and central services. Individuals seeking access to the Standard Program Records of a particular institution should forward their access requests to the Access to Information and Privacy Coordinator at the address given in the previous pages.

### Accounts and Accounting

**Description:** Accounts and accounting generally; cash accounts; accounts payable; accounts receivable; and standing advances. **Program Record Number:** 915

### Acts and Legislation

**Description:** Acts and legislation – general, departmental, federal, foreign and provincial. **Program Record Number:** 902

### Administration

**Description:** Administration generally; accidents generally; motor vehicle accidents; agreements; appreciation; complaints and enquiries; associations, clubs and societies; audit, review and evaluation; badges, emblems and flags; bilingualism and biculturalism; cafeterias and eating facilities; campaigns and canvassing; ceremonies and celebrations; circulars, directives and orders; committees; conferences, meetings and symposia; corporations, companies and firms; emergency measures; inventions, patents and copyrights; licences and permits; parliamentary matters; plans and programs; reports and statistics; visits and tours. **Program Record Number:** 901

### Administration and Management Services

**Description:** Administrative and management services generally; correspondence management; duplication services; electronic data processing; electronic networks; forms management; information services; legal services; library services; mail, messenger and postal services; management services; records management; security services; telecommunications; travel and transportation services; secretarial, typing and word processing services; translation services. **Program Record Number:** 903

### Audits

**Description:** Auditor General reports and internal audit reports. **Program Record Number:** 916

### Budgets

**Description:** Budgets generally; estimates and supplementary estimates; and program forecasts. **Program Record Number:** 917

### Buildings

**Description:** Buildings generally; acquisition; alterations and repairs; construction; contracts; damages; disposal; fire and fire prevention; and maintenance. **Program Record Number:** 906

### Buildings and Properties

**Description:** Buildings and properties generally; accommodation; accounting and inventories; planning and requirements; reports and statistics. **Program Record Number:** 905

### Classification of Positions

**Description:** Classification generally; audits; category and group; individual positions; and standards. **Program Record Number:** 919

### Co-operation and Liaison

**Description:** Co-operation and liaison generally and at the federal, international, provincial, university, college and school levels. **Program Record Number:** 904

### Employment and Staffing

**Description:** Employment and staffing generally; applications; casual and term employees; competitions; programs recruitment; requests for staffing action; and summer students. **Program Record Number:** 920

### Equipment and Supplies

**Description:** Equipment and supplies generally; accountability and inventories; catalogues; clothing; disposal and surplus; food; forms; fuels; laboratory; loans; maintenance and repairs; price lists and stationery. **Program Record Number:** 909

### Finance

**Description:** Finance generally; agreements and arrangements; allotments and transfers; allowances; banks and banking; cheques; claims; contracts; currency; encumbrances; expenditures; fees; funds; revolving funds and working capital advances; grants; signing authorities; taxes and travel allowances; and expenses. **Program Record Number:** 914

### Furniture and Furnishings

**Description:** Furniture and furnishings generally; beds and bedding; chesterfields and sofas; drapes; filing cabinets; household and office furniture and furnishings; and pictures. **Program Record Number:** 910

## Human Resources

**Description:** Human resources generally; career management; inventories; performance appraisal; reports and statistics; requirements and utilization.

**Program Record Number:** 921

## Lands

**Description:** Lands – general; acquisition; concessions; development; disposal; fencing; flood control; landscaping parking areas; roads; streets and sidewalks. **Program Record Number:** 907

## Occupational Health, Safety and Welfare

**Description:** Occupational health, safety and welfare generally; counselling; health units; medical examinations; nursing services; recreation and sports; and surveys. **Program Record Number:** 922

## Office Appliances

**Description:** Office appliances generally; calculators; data processing hardware; duplicating equipment; photographic and microfilming equipment; recorders and typewriters. **Program Record Number:** 911

## Official Languages

**Description:** Official languages generally; identification and designation of bilingual positions; language requirements program; recruitment; and replacements. **Program Record Number:** 923

## Pensions and Insurance

**Description:** Pensions and insurance generally; superannuation plans; Canada Pension Plan; Quebec Pension Plan; reciprocal agreements; federal, provincial and private hospital and medical insurance plans; death benefit plan; disability insurance and unemployment insurance plan. **Program Record Number:** 924

## Personnel

**Description:** Personnel – general; accidents and injuries; appointments; attendance; awards and honours; Corps of Commissionaires; positions and levels; hours of work and overtime; leave and holidays; promotions and reclassifications; regulations and directives; reports and statistics; retirements; and separations. **Program Record Number:** 918

## Procurement

**Description:** Procurement generally; contracts; local purchase orders; procedures and regulations; requisitions; standing offer agreements. **Program Record Number:** 912

## Salaries and Wages

**Description:** Salaries and wages generally; acting pay; deductions; pay rates; pay system; performance and senior merit pay; regulations; salary revisions; and severance pay. **Program Record Number:** 925

## Staff Relations

**Description:** Staff relations generally; adjudication; bargaining agents; collective agreements and interpretations; discipline; grievances; managerial and confidential exclusions; and union relations. **Program Record Number:** 926

## Training and Development

**Description:** Training and development generally; attendance; course content; course evaluations; individual courses; language training; nominations; plans; schedules and directives; and types of courses. **Program Record Number:** 927

## Utilities

**Description:** Utilities – general; air conditioning; electric power; water and sewage; garbage disposal; gas and oil; heating; lighting; plumbing and ventilation. **Program Record Number:** 908

## Vehicles

**Description:** Vehicles generally; air, land and water vehicles; insurance; maintenance and repairs; operating standards; registration and licences. **Program Record Number:** 913

# Agriculture and Agri-Food Canada

## Chapter 1

### General Information

#### Background

The Department of Agriculture was established in 1867, the year of Confederation, by an act of Parliament. The formation of the Experimental Farms System followed in 1886 and a Dairy Commissioner was appointed in 1890. The aim of Agriculture and Agri-Food Canada today is to develop and assist the Canadian agriculture and food system to provide for the needs of Canadian consumers and export markets in a manner which ensures a dependable supply of safe, nutritious food at reasonable prices; to ensure equitable returns to producers, processors and marketers; and to meet Canadian food and technological aid commitments to international development. The Minister of Agriculture and Agri-Food, the Department and portfolio agencies administer 35 acts concerning food and agriculture industries. The activities of the Department extend from the farmer to the consumer, through all phases of production, processing and marketing of agriculture and agri-food food products. The Department also assists farmers through crop insurance, price stabilization and agricultural adjustment programs to alleviate losses caused by the weather, changing markets and other hazards. While the collection and use of personal information are necessary for the performance of most activities, they are especially important for the following activities: research; regulation and licensing of imports and exports of livestock and plant products; control and eradication of animal and plant diseases; and administration of various loan and assistance programs.

#### Responsibilities

The mandate of Agriculture and Agri-Food Canada is to promote the growth, stability and competitiveness of the agri-food sector through policies, programs and services most appropriately provided by the federal government to assist the sector to maximize its contribution to the Canadian economy. The Department's responsibilities embrace most aspects of the agricultural industry. It carries out research into the physical and economic problems of agriculture; assists with market and export development; and carries out programs aimed at environmentally sustainable resource use. The Department enforces laws governing the sales of feed, fertilizers and pesticides; and assists farmers through measures such as crop insurance. It also supervises racetrack betting.

### Legislation

- Advance Payments for Crops Act
- Agricultural Marketing Programs Act
- Agricultural Products Cooperative Marketing Act
- Agricultural Products Marketing Act
- Agriculture and Agri-Food Administrative Monetary Penalties Act
- Animal Pedigree Act
- Canada Agricultural Products Act (CFIA)
- Canada Grain Act
- Canadian Dairy Commission Act
- Canadian Food Inspection Agency Act (CFIA)
- Canagrex Dissolution Act (Dormant)
- Consumer Packaging and Labelling Act (Minister of Industry) (CFIA)
- Criminal Code, Section 204 (Minister of Justice and Attorney General of Canada)
- Department of Agriculture and Agri-Food Act
- Department of Foreign Affairs and International Trade Act, paragraph 10(2)(e) (Minister of Foreign Affairs)
- Experimental Farm Stations Act
- Farm Credit Corporation Act
- Farm Debt Mediation Act
- Farm Improvement and Marketing Cooperatives Loans Act
- Farm Improvement Loans Act
- Farm Income Protection Act
- Farm Products Agencies Act
- Feeds Act (CFIA)
- Fertilizers Act (CFIA)
- Fish Inspection Act (CFIA)
- Food and Drugs Act, Sections 2 and 27 (Minister of Health) (CFIA)
- Health of Animals Act (CFIA)
- Livestock Feed Assistance Act (dormant)
- Meat Inspection Act (CFIA)
- Plant Breeders' Rights Act
- Plant Protection Act (CFIA)
- Prairie Farm Rehabilitation Act
- Prairie Grain Advance Payments Act
- Seeds Act (CFIA)
- Western Grain Transition Payments Act



## Organization

### Communications Branch

The primary purpose of this branch is to ensure communication of the department's policies and programs, promote public understanding of AAFC's initiatives and policies; and raise awareness of the sector's importance to Canadian society.

### Co-operatives Secretariat

The Co-operatives Secretariat is dedicated to the economic growth and social development of Canada by encouraging the establishment of partnerships between the co-operative sector and the federal government to ensure the development of sustainable co-operative enterprises. To achieve this, the Secretariat advises the government on policies and programs affecting co-operatives and ensures that they take into account co-operative sector needs and that they fall within federal priorities. The Secretariat also acts as a catalyst by raising awareness of governments, key stakeholders and the general public about the co-operative model, particularly through the publication of statistical analysis and various documents. Moreover, the Secretariat has the responsibility to liaise between co-operatives and numerous federal organizations to achieve its mandate.

### Corporate Management Branch

This Branch is involved with many facets of the "business of the business". It is responsible for developing and maintaining programs, policies, practices and a strategic vision that supports good decision making within the Department and across the three Core Business Lines. The key roles of Corporate Management Branch include comptrollership policies and practices, strategic planning, knowledge product platforms and standards development, provision of technical support and the operation of the departmental planning cycle. To deliver these support roles the Branch is organized in four functional areas: 1) Strategic Business Planning 2) Finance and Resource Management 3) Information Management; and 4) Assets Management and Capital Planning. Through a relationship with the Canadian Pari-Mutuel Agency, this Branch also has a responsibility to protect the wagering public against fraudulent practices and to help maintain a viable racing industry in Canada.

### Departmental Secretariat

The Secretariat is responsible for the correspondence, briefing and activity scheduling systems for the Minister and the Deputy Minister, for tracking and reporting on

major current issues of concern to the Department, for Parliamentary Relations, and for providing secretariat services to the Departmental Management Committee and the Heads Up executive Committee of the Department.

### Farm Financial Programs Branch

Farm Financial Programs Branch is responsible for the design and implementation of a full range of national programs and services in support of the agriculture and agri-food sector and rural communities. These programs and services are an integral part of the new Agricultural Policy Framework agreed to in Whitehorse by the Federal, Provincial and Territorial Ministers of Agriculture. They are designed to contribute to the industry's ability to achieve greater economic stability despite changes in the marketplace and weather conditions, the facilitation of adaptation and transition, and the promotion of environmental and food safety practices. Producers can apply for programs and services which will help them to maximize productivity. National programs include the Net Income Stabilization Administration (NISA), the Canadian Farm Income Program (CFIP), Crop Insurance, Companion Programs, Loan Guarantees and Advance Payments, and the Canadian Adaptation and Rural Development fund (CARD). The aggressive use of new information technology coupled with modern administrative practices for reporting performance and evaluation measures allows the Branch to streamline program administration, provide new administrative tools and enhance client access.

### Human Resources Branch

The Branch promotes and facilitates, in partnership with managers, the optimal management of Human Resources towards the achievement of departmental objectives. The Human Resources Branch develops and administers human resources policies and programs and provides staff training and other related services for a staff of over 5800 employees of the Department, at various locations across Canada.

### Market and Industry Services Branch

The mandate of the Market and Industry Services Branch is to work cooperatively with all partners to enhance competitiveness; to improve and secure market access; to enable the agriculture and agri-food sector to capture market opportunities in domestic and export markets, with a focus on processed agricultural products; and to increase domestic and foreign investment in the sector. The Branch priorities are implemented by responsibility centres located in Ottawa (9) and 7 regional offices. The International Trade Policy



Directorate's role is to improve and secure markets for agri-food products, improve trade rules and work towards reducing unfair competition in domestic and foreign markets. The Agricultural Industry Services Directorate provides strategic information and services in order to meet departmental and the Canadian sector's needs related to market access, export market development, and sector competitiveness. The Investment Secretariat's role is to increase investment in Canada's agriculture, food and related life science industries. The International Markets Bureau assists the industry in developing and expanding their exports and to develop and implement programs and services for the industry related to international market development. The Food Bureau develops, maintains and provides specific sectoral expertise in the various processed food and beverage sectors in support of government policy, programs and activities. The Bureau also assists the industry in increasing its ability to meet domestic and international market demand, and to encourage and attract investment. The Global Affairs' role is to protect and promote Canadian interests in international agri-food organizations and events. The Strategic Planning and Coordination Division coordinates Branch strategic planning, corporate support activities and manages the Agri-Food Trade Program. The Management Services Division provides support and advice related to business planning, resource management, information systems and general administration. The Intercultural Relations and Human Resources Division provides advice and counselling regarding the development and implementation of intercultural strategies, programs, activities and other related services in order to contribute and facilitate the integration of diversity of the Canadian society through various partnerships and projects. It also provides support to the effective management of the Branch's human resources including recruitment, retention and development of employees. The Regional Offices (Atlantic, Quebec, Ontario, Manitoba, Saskatchewan, Alberta and the Territories, British Columbia) provide "single window" access for regional clients and stakeholders to all Branch programs and services related to market access, market development and investment.

## **Prairie Farm Rehabilitation Administration (PFRA)**

The Prairie Farm Rehabilitation Administration (PFRA) works with people on the prairies to develop a viable agricultural industry and sustainable rural economy. In partnership with other levels of government, farm groups, producers and industry, PFRA protects Prairie soils, develops and conserves the area's water resources, and encourages diversification into new crops, value-added processing and other wealth-

creating activities. The investigation of degradation problems and the promotion of solutions serve to conserve the soil resource for present and future use. Dependable water supplies for agricultural and other related uses at the farm, community and regional level allow greater variety of agricultural activities and render the economy less sensitive to drought. Operation of community pastures on land not suitable for cultivation and distribution of tree seedlings to promote farm shelterbelts assist in conservation of the soil resource. Operation of water storage and irrigation projects and the development of new water resource projects in cooperation with the provinces enhances economic security and provides development opportunities on the Prairies.

## **Research Branch**

The Branch's mission is to improve the on-going competitiveness of the Canadian food and agriculture sector through the development and transfer of innovation technologies. The Branch focus is on research that is valuable to Canada but which the private sector could not provide profitably, working alone. Specifically, the Branch's research is directed toward reducing the cost of producing and processing food, improving the quality and safety of food products, advancing environmental practices that sustain agricultural production and transferring technology.

## **Review Branch**

This Branch provides senior management with independent assurance and information to facilitate course corrections, management improvements and positive cultural change. We conduct or manage independent reviews which provide information for:

1. Assurance: Financial and non-financial information is reliable and useful for decision-making; reliability and usefulness of performance information; financial controls; management practices and controls
2. Performance Opportunities: Programs, management systems, controls and processes are enhanced; relevance, appropriateness and acceptance of activities; extent program objectives being achieved; cost benefit of programs and activities; best practices and lessons learned; management effectiveness.

## **Rural Secretariat**

The Rural Secretariat, located in Agriculture and Agri-Food Canada, is the central point for rural policy issues within the Government of Canada. The Rural Secretariat's mandate is to provide analysis and advice on issues affecting rural and remote regions; facilitate

the creation of partnerships around rural issues and priorities; and promote dialogue between rural stakeholders and the federal government. Programs and initiatives administered by the Rural Secretariat include the Rural Dialogue, the Rural Lens, Canadian Rural Partnership Pilot Projects and the Canadian Agricultural Rural Communities Initiative (CARCI).

## Strategic Policy Branch

Strategic Policy Branch is the focal point for policy leadership and development in the department.

The Strategic Policy Branch is responsible for the development of comprehensive strategic policies for the Agriculture and Agri-Food portfolio, the provision of appropriate policy advice to the Minister of Agriculture, the Minister Responsible for the Canadian Wheat Board and the Secretary of State for Rural Development, and the provision of departmental input and leadership on horizontal policy files. It creates linkages across policy files and the portfolio. The Branch's mandate is to create and maintain a policy environment which enhances the agriculture and agri-food sector's economic viability and self-reliance and, through the Integrated Risk Management Framework, facilitates the sector in securing its long term success of becoming the world leader in food safety, innovation and environmentally responsible production. This work is carried out in consultation with all partners involved in agriculture and agri-food including producers, provincial and municipal governments, industry, and stakeholder groups.

## Information Holdings

### Program Records

#### Communications Branch

##### Ministerial Services Division

**Description:** Provides communications services directly related to supporting the Minister and the Minister's Office, as well as the Secretary of State. Activities include strategic communications advice, the preparation of speeches, coordination of talking points addressing the day's key issues, production of the Minister's newsletter, agrivision, and maintenance of Web sites for the Minister, Secretary of State, Parliamentary Secretary, Deputy Minister, Associate Deputy Minister and Minister responsible for the Canadian Wheat Board. **Storage Medium:** Paper and computer. **Program Record Number:** AAFC COM 335

##### Operations

**Description:** The Operations Division is responsible for corporate communications to media, industry and the general public. It consists of four areas: media relations,

promotion, regional communications network and the Government of Canada Rural Exhibit Program. Activities, products and services include news releases and conferences, radio/tv programs and feature stories for weeklies, media monitoring and analysis, exhibits (corporate and rural), publishing (design, production) advertising, polling, corporate promotional projects, audio-visuals and electronic communications. The regional communications officers provide strategic planning and operational advices and services in support of ministerial and the departmental priorities. The Division oversees the implementation of the Government of Canada Rural Exhibit Program, which visits annually about 100 rural and community fairs to provide information on federal programs and services available to rural Canadians. **Storage Medium:** Paper, video, computer and exhibits. **Program Record Number:** AAFC COM 340

##### Strategic Planning Division

**Description:** Consists of seven bureaus that deliver communications advice, planning, and issues management in support of the department's strategic direction, plus a communications support group for pan-government rural affairs. **Topics:** Public environment; all current agriculture and agri-food, and rural issues and programs. **Storage Medium:** Paper and computer. **Program Record Number:** AAFC COM 334

### Co-operatives Secretariat

#### Co-operatives Secretariat

**Description:** Information pertaining to co-operatives. Statistics on Canadian co-operatives for publication on the following topics: Co-operatives in Canada; Canadian Co-operatives Resource File; Top 50 Canadian Co-operatives; Co-operative Success Stories. **Access:** Files arranged by organization, commodity, province and number. **Storage Medium:** Hardcopy and computer; website: [www.agr.ca/policy/coop/accueil.html](http://www.agr.ca/policy/coop/accueil.html). **Program Record Number:** AAFC COS 280

### Corporate Management Branch

#### Acts and Legislations

**Description:** Acts and legislations – general, departmental, federal, foreign and provincial; federal investigative bodies. **Program Record Number:** AAFC CMB 851

#### Assets Management and Capital Planning

**Description:** This part of the Branch is responsible for the facilities management planning and accountability process; facilities management policy and client service operations (NCR and Regions); the alignment and enhancement of physical resources with corporate culture/priorities, facilities management analysis and advise to senior management and Departmental



managers; strategic capital region planning and assets management; accommodation services (i.e., planning tenant requirements, leasing and out-sourcing design requirements); real property and engineering services (i.e., acquisition and disposal of lands, agreements with other partners, project management and major capital investments); environmental services (i.e., environmental assessments, environmental initiatives) materiel management (i.e., procurement, contracting, fleet, stores, disposal); security (personnel, physical and information); emergency planning and business resumption. **Program Record Number:** AAFC CMB 856

#### **Canadian Pari-Mutuel Agency (CPMA)**

**Description:** The CPMA is responsible for providing daily auditing of all betting activities; for providing expertise, and conducting research in the areas of photo-finish, video race patrols, totalizer systems and equine drug control. The agency also ensures a 99.9 per cent accuracy in all betting transactions; provides efficient and effective pari-mutual supervision within the resource level of the federal levy and provides and promotes services that contribute to the positive image of racing. **Program Record Number:** AAFC CMB 857

#### **Civil Emergency Planning**

**Description:** Information on preparedness plans to ensure continuity, safety and security of agricultural products and services in the event of a national emergency. **Topics:** Liaison in emergency planning matters with Privy Council Office and Emergency Preparedness Canada, other federal departments, provincial departments of agriculture, U.S. Department of Agriculture, NATO and other organizations deemed necessary in the event of an emergency; orientation training in Agricultural Emergency Planning. **Program Record Number:** AAFC CMB 385

#### **DirectInfo**

**Description:** A sophisticated departmental directory, DirectInfo is a web-based directory that contains information on employees of Agriculture and Agri-Food Canada (AAFC), Canadian Food Inspection Agency (CFIA), Canadian Dairy Commission (CDC) and the National Farm Product Council (NFPC). **Topics:** The purpose of DirectInfo is to provide AAFC, CFIA, CDC, and NFPC with a directory of information consisting of employee's name, telephone number, electronic mail address, location information, place in the organization and subject expertise. DirectInfo is used to find and print phone lists, search for employees based on a various criteria. **Program Record Number:** AAFC CMB 852

#### **Enterprise Management Information System**

**Description:** Enterprise is a web-based management information system for use by employees of Agriculture and Agri-Food Canada and the Canadian Food Inspection Agency. Enterprise provides a pre-defined set of reports which can be customized by users to meet their requirements. **Topics:** Report topics include financial, human resources, salary management, and performance indicator information. **Access:** Access to Enterprise is through Agrisource, AAFC's Intranet. Access to some of the reports is restricted. **Storage Medium:** Data used by Enterprise are stored in an Oracle database. Financial data are imported from the Saturn system, and human resources data are imported from Peoplesoft. **Program Record Number:** AAFC CMB 850

#### **Financial Management**

**Description:** The financial management part of the Branch assists Departmental managers to understand the financial implications of program management and administrative decisions; manage financial risks; report on financial results; and protect against the misuse or, loss of public money. It also handles the Department's financial planning process (e.g. Annual Reference Level Update (ARLU) and Main Estimates preparation); financial and resource management policy and operations; the alignment and enhancement of financial and resource management systems with corporate priorities; and financial and resource management analyses. Advises the Departmental Management Committee (DMC) and departmental managers in the areas of cash management; resource allocation and re-allocation, cost recovery; accounting operations; a financial control and reporting; and Public Accounts. Acts as the Departmental Treasury Board submission control centre. Develops, operates and maintains the Department's finance and materiel management information system. **Program Record Number:** AAFC CMB 854

#### **Information Management**

**Description:** The roles and responsibilities of this Directorate concern the preparation of the department's information management strategic plan, IM/IT leadership/investments, policies and standards; knowledge products development and services; information management analysis; advise and counsel to Departmental managers; the Canadian Agriculture Library, the departmental electronic service delivery (Internet and Intranet Web sites); distance/technology-assisted learning; information and technology training and client services; voice communications; systems integration; Local and Wide Area Network planning and management; records, documents and forms management, mail, public inquiries and Access to Information and Privacy Act Services. **Program Record Number:** AAFC CMB 855

### Pari-Mutuel Supervision

**Description:** Information on the regulation and supervision of pari-mutuel betting on horse races.

**Topics:** Daily pari-mutuel betting activities; pool distribution; investigation reports into alleged race fixing; betting dates; tests of totalizator equipment; race track facilities; racing commissions; conferences; betting systems; betting permits; security of bets and betting data; federal levy on wagering. **Access:** Files arranged by racing associations, topic, event and date. **Program Record Number:** AAFC CMB 180

### Race Surveillance

**Description:** Information on the surveillance of horse races. **Topics:** Daily supervision reports; photo finish service; race patrol service; drug control service.

**Access:** Files arranged by racing association, event and date. **Storage Medium:** Film, videotapes and photographic print. **Program Record Number:** AAFC CMB 185

### Strategic Business Planning

**Description:** This directorate is comprised of two divisions: the Business Planning and Reporting Division and the Strategic Planning and Analysis Division. Together, the focus of the directorate is to coordinate and manage departmental planning and reporting activities as well as to provide analysis and advice on business initiatives that improve AAFC's capability to manage effectively and efficiently. This focus includes responsibilities for preparation of all major corporate planning documents; comptrollership in business line planning; management of an integrated strategic and operational framework; development and implementation of the annual departmental planning calendar; management development; implementation of management and administrative renewal initiatives; portfolio business coordination; quality service initiatives; development of departmental policies relating to Alternative Service Delivery (ASD); and creating and maintaining central agency and interdepartmental relationships in the planning area. **Program Record Number:** AAFC CMB 853

### Surveillance Research

**Description:** Information on all aspects of research into race track surveillance. **Topics:** Diagnostic activities; drug detection; recording of races on film or video tape; effect of drug administration on horses. **Access:** Files arranged by drug study. **Storage Medium:** Film, videotapes and photographic prints and hard copy reports. **Program Record Number:** AAFC CMB 190

## Farm Financial Programs Branch

### Aboriginal Farm Business Management Pilot Program

**Description:** This pilot program, administered by the Indian Agricultural Program of Ontario, will help develop

a program for Aboriginal youth and a database covering all aspects of the agricultural industry, focusing on Ontario First Nations Territories. The pilot program will become a model which will be applied to other Aboriginal communities across the country. **Program Record Number:** AAFC FFP 600

### Acts and Legislation

**Description:** Various key elements related to grains and oilseeds. **Topics:** Prairie Grain Advance Payments Act; Crop Insurance Act; Canada Grain Act; Canadian Wheat Board Act; Farm Income Protection Act; Farm Debt Mediation Act; Federal/Provincial agreement establishing the Net Income Stabilization Account Program (NISA). **Program Record Number:** AAFC FFP 805

### Agricultural Adaptational: A Co-operative Approach

**Description:** This joint initiative by Canadian Co-operative Association (CCA) and Le Conseil Canadien de la Coopération (CCC) is aimed at strengthening the competitiveness of existing co-operative businesses and stimulating new co-operative growth within the agriculture and agri-food sector. Funded through Canadian Adaptation and Rural Development Fund (CARD). **Program Record Number:** AAFC FFP 605

### Agricultural Income Disaster Assistance (AIDA) Program

**Description:** A two-year national program designed to provide assistance to producers facing dramatic income declines as a result of factors beyond their control and for which existing programs cannot provide assurance of continuing the farm business. The program has been designed to be in line with Canada's international trade agreements. The federal government, through Agriculture and Agri-Food Canada, has allocated \$1.07 billion for the delivery of AIDA. **Program Record Number:** AAFC FFP 806

### Agricultural Marketing Programs Act (AMPA)

**Description:** AMPA has two major programs – the Advance Payments Program and the Price Pooling Program. These programs were formerly known as the Advance Payments for Crops Act, the Cash Flow Enhancement Program, and the Agricultural Products Cooperative Marketing Act. The purpose of APP is to improve marketing opportunities. The government guarantees the repayment of advances issued to producers by the producer organizations and the Canadian Wheat Board as a means of improving cash flow at or after harvest. An individual producer can obtain up to \$250,000 with the government paying the interest on the first \$50,000 advanced to each producer. The advances are based on the security of the crop the producers have in storage and are repaid as the crop is sold. The PPP is a market development program designed to assist and encourage cooperative



marketing of agricultural products and to provide equal return to producers for products of like grade, varieties and types. The program provides a price guarantee to the marketing agencies to protect them against unanticipated declines in the market price of their products. The price guarantee is established using the expected average wholesale price of the product.

**Topics:** The bank contains information on applicants under APP related to cash advances and interest charges; and marketing agencies under PPP concerning price guarantees. **Storage Medium:** Hard copy and computer **Program Record Number:** AAFC FFP 255

#### **Arable Acres Supplementary Payment Program**

**Description:** The NISA Administration on behalf of Agriculture and Agri-Food Canada distributed payments to Alberta farmland owners who were not covered under the Western Grain Transition Payments Program (WGTPP). The AASP payment was designed to compensate landowners for the reduction in land values resulting from the elimination of the Western Grain Transportation Act (WGTA) subsidy. **Program Record Number:** AAFC FFP 494

#### **Business Planning for Agri-Ventures (BPAV)**

**Description:** BPAV provides business planning advice to farmers and agri-business operators who want to establish, expand or diversify into agricultural or value-added related businesses. **Program Record Number:** AAFC FFP 480

#### **Canadian Agriculture Safety Program (CASP)**

**Description:** CASP, managed by the Canadian coalition for Agricultural Safety and Rural Health (CCASRH), aims to reduce farm injuries and fatalities in rural Canada. Its first priority is the safety of children living on farms and in rural communities. CCASRH approves applications for farm health and safety initiatives on a national and regional basis. Funded through the Canadian Adaptation and Rural Development Fund (CARD). For more information, see also document No. 2093. **Program Record Number:** AAFC FFP 488

#### **Canadian Farm Business Management Program (CFBMP)**

**Description:** A partnership among the Canadian agriculture industry, provinces and federal government, CFBMP assists farmers to upgrade their farm business management capacity. This leads to an enhanced ability to compete more effectively in domestic and international markets, and improve the financial viability of farm operations. Coordination and delivery of the program is managed by the Canadian Farm Business Management Council (CFBMC), Provincial Coordinating Groups (PCGs) and Federal/Provincial Management Committees. Funded through Canadian Adaptation and

Rural Development Fund (CARD). **Program Record Number:** AAFC FFP 487

#### **Canadian 4-H Council**

**Description:** 4-H helps to enhance the long term viability of the agri-food industry by developing the skills of rural youth. The program teaches entrepreneurial and leadership skills. Funded through Canadian Adaptation and Rural Development Fund (CARD). **Program Record Number:** AAFC FFP 450

#### **Canadian On-Farm Food Safety Program (COFFSP)**

**Description:** The COFFSP provides an opportunity for national commodity associations to develop the strategies and the necessary tools to educate producers and to initiate implementation of on-farm food safety initiatives consistent with the Hazardous Analysis Critical Control Point (HACCP) definitions and principles and the Canadian Food Inspection Agency's Food Safety Enhancement Program (FSEP). Funded through Canadian Adaptation and Rural Development Fund (CARD). **Program Record Number:** AAFC FFP 492

#### **Canadian Rural Transition Program**

**Description:** Information on a program to provide assistance to farm families who are forced to give up farming because of financial reasons. **Topics:** Administrative records which include applications made under the program and services provided to program participants. **Storage Medium:** Hard copy and/or computer diskettes. **Program Record Number:** AAFC FFP 481

#### **Canadian Young Farmers Forum (CYFF)**

**Description:** The Canadian Young Farmers' Forum (CYFF), established in 1997 by interested provincial organizations for young farmers, facilitates the exchange of information between young and beginning farmers (age 18-40) from across the country. It also provides a vehicle for involvement in agricultural issues and policy-making, as well as an excellent "hands-on" training ground for future involvement in agricultural organizations. Funded through Canadian Adaptation and Rural Development Fund (CARD). **Program Record Number:** AAFC FFP 602

#### **Crop Insurance Program**

**Description:** Information on federal assistance to provincially operated crop insurance programs that provide producers with income stability against specific crop loss risks. **Topics:** Federal-provincial agreements under the Farm Income Protection Act; Farm Income Stabilization Act; Crop Insurance Regulations; federal contributions to the provinces; statistical reports, crop condition reports; Federal Main Estimates – Part III; audit reports; foreign crop insurance information. **Program Record Number:** AAFC FFP 355

### Farm Consultation Service (FCS)

**Description:** FCS provides financial management counselling to farmers through two related services: pathfinding/ referral and, direct, one-on-one financial management counselling. This is a proactive approach to assist stakeholders in the Agriculture Community, such as farmers and lenders, in accessing information and resources. Funded through Canadian Adaptation and Rural Development Fund (CARD). **Program Record Number:** AAFC FFP 607

### Farm Debt Mediation Service

**Description:** The FDMS provides insolvent farmers and their creditors with mediation services pursuant to the federal Farm Debt Mediation Act (FDMA) and Regulations to help them arrive at a mutually satisfactory arrangement. The service is a private, confidential and economical alternative to the often costly, public and drawn-out process of resolving insolvency disputes in the courts. Funded through Canadian Adaptation and Rural Development Fund (CARD). **Program Record Number:** AAFC FFP 486

### Farm Improvement and Marketing Cooperatives Loans Act

**Description:** The Farm Improvement and Marketing Cooperatives Loans Act (FIMCLA) is a federal government guarantee program designed to increase the availability of loans for the purpose of the improvement and development of farms and the processing, distribution or marketing of farm products by cooperative associations. Individual farmers, farm partnerships and farm corporations can apply for up to \$250,000 under FIMCLA while up to \$3 million is available to farmer-owned cooperative associations. FIMCLA guarantees up to 95% of the loan amount. **Topics:** The bank contains information on registrations, revision of terms, defaults and claims related to the applicants and the lending institutions involved. **Storage Medium:** Hard copy and computer. **Program Record Number:** AAFC FFP 465

### Farm Income Protection Act

**Description:** The Farm Income Protection Act (FIPA) provides legislation for federal programs which assist farmers in improved income protection against fluctuations in yields, prices or production costs such as the Crop Insurance Program and the Net Income Stabilization Account Program. FIPA also provides for the implementation of special measures to address short-term assistance to farm operators under initiatives such as the Canadian Farm Income Program (CFIP). **Topics:** Agreements with the governments of the provinces for the purpose of establishing a net income stabilization account program, enhancement to the Net Income Stabilization Account Program. **Program Record Number:** AAFC FFP 369

### Freight Cost Pooling Assistance Program (FCPAP)

**Description:** The NISA Administration administered the disbursement of a grant on behalf of the Government of Canada to all agricultural producers in Manitoba. The Program was designed to assist producers adjust to increases in freight deductions under the new freight cost pooling environment. **Topics:** Personal information such as applicants' names, addresses, social insurance numbers, type and amount of commodity sales & program payments are recorded. **Program Record Number:** AAFC FFP 493

### GRIP/NISA Environmental Assessment Survey (1992)

**Description:** To collect factual data and information on land and chemical use needed to conduct an environmental assessment of the Gross Revenue Insurance Plan (GRIP) and the Net Income Stabilization Account (NISA). The assessment is required by law under the Farm Income Protection Act (FIPA – subsection 5(2)), and was agreed to by the Signatories to the Federal-Provincial GRIP and NISA agreements (MCRs). Target population: There are two basic populations of farmers – those participating in GRIP and/or NISA and those not participating. Only producers of eligible crops in participating provinces will be surveyed. **Program Record Number:** AAFC FFP 802

### Net Income Stabilization Account (NISA)

**Description:** A voluntary program developed jointly between producers and the Government of Canada and participating provinces. The Program is designed to help producers achieve long-term farm income stability on an individual basis. By providing producers the opportunity to deposit money annually into their NISA account and receive matching government contributions, their NISA account grows. In lower income years, producers can make withdrawals from the funds they have set aside. **Program Record Number:** AAFC FFP 807

### Pulse Quality Enhancement Initiative

**Description:** This national initiative aims to improve the quality of Canadian pulse crops, develop new uses for pulse crop starch, protein and other components and build on the environmental benefits of including pulse crops in rotation. Industry is sharing in the cost of this initiative by investing significantly in pulse quality research which is needed to remain competitive in the world market. Funded through Canadian Adaptation and Rural Development Fund (CARD). **Program Record Number:** AAFC FFP 610

### Spring Credit Advance Program

**Description:** The Government guarantees the repayments of the advances of up to \$20,000 that producer organizations make to producers in the spring

of 2000 and 2001. The Government also pays the interest on the advances while they are outstanding. The program is intended to assist producers with financing the planting of their crops for these years. The producers have until December 31 of the year an advance was issued to repay the advance or transfer the balance to an advance under the Agricultural Marketing Programs Act. **Topics:** The bank contains information on applicants under SCAP related to cash advances and interest charges. **Storage Medium:** Hard copy and/or electronic. **Program Record Number:** AAFC FFP 625

### Stabilization Payments and Levies

**Description:** Information on stabilization payments to grain producers and levies on grain sold. **Topics:** Stabilization payments list, levies. **Access:** Files arranged by Canadian Wheat Board permit number. **Program Record Number:** AAFC FFP 350

### The Canadian Agricultural Scholarship Program

**Description:** The Canadian Agricultural Scholarship Program, delivered by the Association of Universities and Colleges of Canada, awarded 30 scholarships totalling \$500,000 in 1997/98 to students pursuing advanced degrees related to agriculture and agri-food. Approximately \$500,000 is available for renewal of these scholarships in 1998/99. **Program Record Number:** AAFC FFP 489

### Waterfowl Crop Damage Compensation Program

**Description:** Information on compensation for individual producers in Manitoba, Saskatchewan, Alberta and Québec who have suffered serious waterfowl crop loss damage. **Topics:** Federal-provincial agreements; federal contributions; the Crop Damage Prevention Program and policies; program subsidies; waterfowl crop damage compensation policies; program audit reports. **Program Record Number:** AAFC FFP 365

## Human Resources Branch

### Human Resources

**Description:** Human resources generally; accidents and injuries; appointments; attendance; awards and honours; groups and levels; hours of work and overtime; leave; promotions and reclassifications; regulations and directives; reports and statistics; retirements and separations. **Program Record Number:** AAFC HRB 860

## Market and Industry Services Branch

### Agri-food Industry Market Strategies (AIMS)

**Description:** Commercially confidential information on the export market strategies of several agri-food industry sectors and alliances including their market assessments, their strategic market development goals and their planned activities in priority markets for up to five years. **Topics:** Market assessments, strategic market development goals and planned activities. **Storage Medium:** Information will be retained for 3 years (March 31, 2003). Hard copy or/and computer. **Program Record Number:** AAFC MIS 482

### Agri-Food Trade 2000 (AFT 2000)

**Description:** AFT 2000 was an umbrella program resulting from a Program Review decision to consolidate Market and Industry Services Branch non-statutory market development programs. **Topics:** The overall objective of AFT 2000 was to increase sales of Canadian agriculture, food and beverage products in domestic and foreign markets. The primary focus was to encourage export trade development. This program sunsetted on March 31, 2000. **Storage Medium:** Hard copy and/or computer. Information will be retained for 3 years (March 31, 2003). **Program Record Number:** AAFC MIS 836

### Agri-Food Trade Program (AFTP)

**Description:** AFTP, which replaces AFT2000, is a cost-shared contribution program designed to support Canadian agri-food activities in the areas of market readiness, market development, market access and investment. **Topics:** The overall objective of AFTP is to increase sales of Canadian agriculture, food and beverage products in domestic and foreign markets. The primary focus is to encourage export trade development. This program will sunset on March 31, 2005. **Storage Medium:** Hard copy and/or computer. Information will be retained for 3 years (March 31, 2008). **Program Record Number:** AAFC MIS 609

### Agri-Food Trade Service Internet Site

**Description:** The ATS is an electronic network that provides access to agri-food trade information and related sources targeted at Canadian exporters. Information users can access the information on-line, through the Internet site or contact the local office (HQ or region) of the Market and Industry Services Branch. Information is available through the ATS Internet site (on trade leads, market information, trade rules, Canadian supply capability, trade shows and missions and federal government trade contacts. **Access:** Internet. **Program Record Number:** AAFC MIS 400



### Associations, Organizations, Companies

**Description:** Various groups involved in the primary (e.g. grains and oilseeds) and processed sectors in Canada. **Topics:** Growers associations; grain companies; marketing boards and initiatives; research institutes; industry associations (e.g. Agri-Food Industry Market Strategies' groups; Canadian Agri-food Marketing Council. **Storage Medium:** Hard copy and/or electronic. **Program Record Number:** AAFC MIS 800

### Atlantic Agri-Products Competitiveness Initiative (AAPCI)

**Description:** The purpose of the initiative was to increase competitiveness of the Atlantic agri-products industry so as to profitably gain and maintain market share and develop new markets by fostering a pan-Atlantic collaboration to address issues and opportunities and integrating private sector participation in strategic and in the adaptation and change process. The program ran from April 1, 1994 to March 31, 1998. **Topics:** The bank contained information on individuals and organizations from both the primary and value-added agri-products sectors who have made application under the program. The information included names, address, phone and fax numbers and general information on the nature of the business they operate as well as details on specific project proposals and financial costs associated with these proposals. Information was used for the purposes of evaluating the merits of project proposals for funding and for correspondence and making payments under approved projects. **Storage Medium:** Information was maintained in electronic and hard-copy form. Information will be kept for a minimum of three years (March 31, 2001) subsequent to the termination of the program and then destroyed **Program Record Number:** AAFC MIS 451

### Briefing Papers in Market Development and Investment

**Description:** Briefing discussion papers on various agriculture related to market development; investment trade policy issues for use by the Minister and senior officials of the Department. **Topics:** Import quotas; tariff changes; bilateral trade agreement negotiations; relations with less developed countries; food security; food reserves; other trade-related topics; international business development initiatives; investment trade missions and shows. **Program Record Number:** AAFC MIS 366

### Canadian Agri-Food Development Initiative

**Description:** Information on a financial contribution program, which was in operation from 1990-95, to assist the agri-food industry in undertaking developmental projects including information on CMISI applicants and assisted projects. **Topics:**

Marketing, production and human resource development. **Note:** Files will be retained for 6 years (March 31, 2001) **Storage Medium:** Hard copy and/or computer diskettes. **PAC Number:** 2001/007 **Program Record Number:** AAFC MIS 484

### Compilation, Analysis and Dissemination of Trade Statistics

**Description:** Canadian Agri-Food Trade System (CATS). **Topics:** Canadian agricultural exports (by commodity and receiving country); Canadian agricultural imports (by commodity and source country); trade statistics. **Storage Medium:** Hard copy and/or CD/diskettes. **Program Record Number:** AAFC MIS 491

### Food and Beverage Industry Services and Analyses

**Description:** Information on the Canadian food and beverage processing and distribution sector. **Topics:** Statistical and analytical reports on the post-farmgate agri-food sector including sector reports, sub-sector profiles, consumer and market segment trend reports, reports of contract research and seminars on post-farmgate issues (nutraceuticals and functional foods, e-commerce, tax credits, profitability, etc.), reports on progress towards CAMC goals. **Storage Medium:** Hardcopy and/or electronic (including Internet). **Program Record Number:** AAFC MIS 271

### Grain Marketing

**Description:** Information relating to the activities of the Canadian grain exporting and processing firms. Included are outgoing and incoming trade missions; visits of buyers; technical seminars; feeding trials; information on markets and sales; research surveys and analyses of the industry; the development and administration of various acts and legislation governing the activities of the Canadian grain industry; domestic storage of grains and oilseeds; production and marketing nationally of Canadian products; world market situations; general economic development of the industry; involvement with associations and organizations from the public and private sectors, including government departments and foreign organizations; foreign market conditions; regulations; and agricultural production. **Topics:** Visits; grain missions to foreign countries; credit grain sales; wheat embargo; market development studies; industry sector profiles; research; marketing analysis; quotas; permits; deferred delivery; Canola Utilization Assistance Program; acts and legislation; grains policy; markets for grain; markets for oilseeds; grains financial matters; associations, institutions and organizations; committees; conferences and meetings; companies; corporations and firms; provincial governments; federal government departments and agencies; economics. **Storage Medium:** Hard copy and/or electronic. **Program Record Number:** AAFC MIS 835



## International Relations

**Description:** Information on liaison with international organizations, international agricultural intelligence and bilateral relations with foreign countries, including visits and missions. **Topics:** Organization for Economic Cooperation and Development (OECD); World Trade Organization (WTO); Food and Agriculture Organization (FAO); World Food Program; World Food Council; Inter-American Institute for Agricultural Co-operation (IICA); Memoranda of Understanding on Agricultural Co-operation; senior level foreign visits. **Storage Medium:** Hard copy and/or computer diskettes. **Program Record Number:** AAFC MIS 494

## International Trade and Markets Information

**Description:** Information pertaining to the export of Canadian agri-food products and investment including services, programs and technology. **Topics:** Country Profiles ; Foreign Missions Reports; reports of seminars and technical trade missions; Canadian statistics of agri-food trade with individual foreign countries; market export opportunities report; programs and services available to exporters; export marketing companies and organizations; agri-food sector trends in foreign countries; international business development initiatives; priority / emerging markets; Canada's International Business Strategy for Agriculture, Food and Beverages; reports on Canada's investment performance; Federal / Provincial Agri-Food Investment Strategy; agri-food trade policies, tariffs, tariff quotas, non-tariff measures and other market access conditions. **Storage Medium:** Hard copy and/or Internet. **Program Record Number:** AAFC MIS 422

## Investment Attraction, Retention and Expansion

**Description:** Information related to government strategies, work plans and initiatives to attract new investment into Canada's agriculture, food and related life science industries. **Topics:** Federal and provincial investment strategies and work plans (namely the Federal Life Science Investment Action Plan and the Federal-Provincial Investment Strategy); reports on investment and alliance-building initiatives and events such as trade shows, workshops and missions; information on public and private sector investment agencies, programs and services; reports on investment flows, industry developments and business climate issues; commercially confidential corporate call reports and target lists; investment promotion materials such as posters, presentation decks, brochures and reports. **Storage Medium:** Hard copy and/or electronic files (including Internet). **Program Record Number:** AAFC MIS 715

## Market Information Service

**Description:** Information on the quality, quantity, price, sale and/or movement of selected commodities. **Topics:** Dissemination of prices, sales and inventories of various

commodities from private sector sources in Canada and abroad; aggregation of data and relevant information concerning policies and programs in Canada, competing countries and importing nations; publishing of markets information and intelligence; liaison with private sector and other government departments/agencies. **Storage Medium:** Machine-readable files and public database which are published on the Internet. **Program Record Number:** AAFC MIS 261

## Market Intelligence

**Description:** Market analyses on the purchasing, processing and transportation of food. **Topics:** Food prices; food expenditures (consumer spending); processing and retailing. **Storage Medium:** Food prices, pricing forecast model and food consumption are machine-readable. **Program Record Number:** AAFC MIS 320

## Who's Who

**Description:** The purpose of the initiative is to provide a branch directory of staff by name, organization and area of expertise. The information includes name, address, phone and fax numbers and general information on employees' responsibilities. Information is used for the purpose of allowing for people inside and outside the Department to search for MISB employees based on names, organization, expertise. **Storage Medium:** Information is maintained in electronic form in an Oracle database in the corporate server. Information will be kept ongoing and will be deleted or added depending on employee movement. **Program Record Number:** AAFC MIS 483

## Prairie Farm Rehabilitation Administration (PFRA)

### Alberta Irrigation Rehabilitation Program

**Description:** Information on the Alberta Irrigation Rehabilitation Agreement of 1973 providing for the transfer to Alberta of Canada's interest in the St. Mary and Bow River irrigation projects and for financial contributions by Canada for the rehabilitation of irrigation works in Alberta. **Topics:** Implementation Board; agreements; finance; drainage; irrigable areas; land; individual project files; individual service, supply and construction contracts related to each individual project file. **Program Record Number:** AAFC PFA 535

### Assiniboine River Diking Program

**Description:** Information relating to the construction of a system consisting of about 160km of dikes to control flooding along the Assiniboine River between Portage la Prairie and Winnipeg and the operation and maintenance of these dikes. **Topics:** Advisory Board agendas and minutes of meetings; Property and Land Committee of the Advisory Board; Saskatchewan

Lands Tripartite Committee of the Advisory Board; Cost Sharing Committee of the Advisory Board; land; individual service, supply and construction contract files. **Program Record Number:** AAFC PFA 540

### **Drought Monitoring Program**

**Description:** Information relating to the risk of drought on the Canadian Prairies, including water supply, soil moisture and pasture condition assessments. **Topics:** Drought; water supply; wind erosion risk; soil moisture; pastures; committees; workshops; remote sensing; prairie drought monitoring network. **Program Record Number:** AAFC PFA 561

### **Engineering Services Projects**

**Description:** Information relating to the investigation, planning, design, construction and maintenance of various works pertaining to water development, irrigation and infrastructure programs in the prairie provinces; and the provision of technical assistance to other federal departments and provincial governments with respect to water resource planning and management. **Topics:** Agreements; Community Wells Program; irrigation; drainage and flood control; dam maintenance; engineering assistance; safety inspection and investigation; individual project files; individual service, supply and construction contracts related to each individual project file. **Program Record Number:** AAFC PFA 520

### **Irrigation Demonstration Program**

**Description:** Information relating to the operation of the Canada-Saskatchewan Irrigation Diversification Centre at Outlook, Saskatchewan. The Centre is a joint Canada – Saskatchewan facility and provides a focal point for the investigation and demonstration of irrigation management techniques that can be evaluated for a wide range of new and established crops. It provides specialized information to farmers and the agricultural industry on irrigation, drainage, special crops, fertilizers, weed control and special equipment. **Topics:** Vegetable Project Committee; Research Committee; Demonstration Committee; reports on various crops; land; irrigation. **Program Record Number:** AAFC PFA 545

### **Land-Use Program – Community Pastures**

**Description:** Information relating to the operation and administration of PFRA community pastures, the conservation of land resources, the reduction of the impact of drought, the stabilization of western beef breeding herds, the improvement in the quality of beef cattle and the provision of supplemental grazing for farmers. **Topics:** Pasture agreements; agreements; cattle brands; pasture breeding services; wildlife control; control of pests by the application of pesticides and herbicides; animal health; land purchase program; pasture improvements; ecology and preservation

of grasslands; land development program; dugout excavation dugout enlargement; grazing applications and allotment notices; individual service, supply and construction contract files related to each individual project file; surface leasing agreements. **Program Record Number:** AAFC PFA 510

### **Rural Water Development Program**

**Description:** Information relating to the provision of financial and technical assistance to individuals, groups and communities for the development of water and land resources; the establishment of on-farm, community and regional water supplies, including dugouts, stockwatering dams, irrigation schemes as well as farm wells, pipelines and reservoirs. **Topics:** Community Wells Program, agreements; dugouts and small dams; irrigation; submissions for community projects; farm well program; individual project files; applications for water development grants; economic and regional development agreements; the following database: Prairie Rural Water Development Program Projects. **Program Record Number:** AAFC PFA 515

### **Shelterbelt Program**

**Description:** Information relating to the operation of the Shelterbelt Centre at Indian Head, Saskatchewan, established in 1902 by the Department of the Interior and transferred to PFRA in 1963. The program involves the production and distribution of tree seedlings for farmstead and field shelterbelt plantings throughout the Prairie provinces. **Topics:** Water supply; roads and utilities; irrigation; buildings; landscaping; domestic water agreement with the Town of Indian Head Land; Shelterbelts; infields and farmsteads tree distribution policy. **Program Record Number:** AAFC PFA 550

### **Soil Conservation Program**

**Description:** Information relating to analyses and discussions of soil conservation and land at farm and regional levels. **Topics:** Project reports; local conservation organizations; soil conservation committees; Dryland Salinity Control Association; individual service; individual project files; agreements; applications for assistance; letters to government agencies and farm organizations; conservation workshops; soil conservation and degradation; unproductive land; economic and regional development agreements; the following databases: Crop Residue Survey. **Program Record Number:** AAFC PFA 560

### **South Saskatchewan River Project**

**Description:** Information on the construction, operation and maintenance of the Gardiner and Qu'Appelle River Dams forming Lake Diefenbaker in accordance with an agreement between Canada and Saskatchewan dated July 25, 1958. **Topics:** Policy; agreement; damage claims and adjustments; educational arrangements; photography; publicity; inaugural ceremonies; water

analysis; buildings and lands; equipment; finances; personnel; development boards; contracts; dams and reservoirs; irrigation; power facilities; recreational facilities; reports on climate, economics, engineering, power, soils and recreational features. **Program Record Number:** AAFC PFA 525

### South-West Saskatchewan Irrigation Projects

**Description:** Information on the construction of twenty-seven water storage reservoirs and six irrigation projects in southwest Saskatchewan. Four of the reservoirs have been turned over to the province while the remainder continue to be maintained and operated by PFRA. The irrigation projects are located at Consul, Eastend, Maple Creek, Rush lake, Val Marie and West Val Marie. **Topics:** Assignments and agreements for sale of land; letters patent; drainage; irrigation; leases; application for land; spring runoff records; land levelling; letters to debtors; individual project files; individual construction contract files related to the project files. **Program Record Number:** AAFC PFA 530

## Research Branch

### Animal Research

**Description:** Information on animal production systems from traditional and nontraditional techniques, including biotechnology. **Topics:** Beef, dairy, swine, poultry, and other animals. **Program Record Number:** AAFC RBR 220

### Crop Research

**Description:** Information on crop varieties, systems for the protection of crops from diseases, insects, and weeds, and production systems minimizing environmental impact from agricultural practices, using traditional and nontraditional techniques including biotechnology. **Topics:** Cereals, oilseeds, forages, field crops, vegetables, tree fruits and berries, and ornamentals. **Program Record Number:** AAFC RBR 210

### Food Research

**Description:** Food and nonfood products and processes that add economic value to basic agricultural commodities. **Topics:** Products and processes from animals and crops as well as nonfood applications. **Program Record Number:** AAFC RBR 211

### Resources Research

**Description:** Information on the services and technologies to conserve soil, water, air, and genetic resources (plant, animal, and microbial), to meet current and future agricultural and food production needs. **Topics:** Land, germplasm, pests and biocontrol. **Program Record Number:** AAFC RBR 195

## Review Branch

### Program Reviews

**Description:** Information on the Reviews of departmental programs. **Topics:** Documentation relating to results of reviews of departmental programs, objectives; analysis of effectiveness and audits of programs systems functions and organizations. **Storage Medium:** Our Review Branch web site, at the following URL address: <http://www.agr.ca/review/rbmain.html>; hard copy and/or computer diskettes. **Program Record Number:** AAFC RB 415

## Rural Secretariat

### Canadian Agricultural Rural Communities Initiative (CARCI)

**Description:** The Canadian Agricultural Rural Communities Initiative (CARCI) is a three year program designed to increase the viability of agricultural rural communities, particularly those affected by changes in the agricultural sector. CARCI will fund projects that respond to agricultural rural community issues. Eligible activities include: Rural coordination organizations; Partnership projects; Workshops, conferences and Seminars; and Research. CARCI has been allocated \$9.3 million from the Canadian Adaptation and Rural Development (CARD II) Fund. Its projects complement other CARD-funded projects and the Canadian Rural Partnership's Pilot Projects. The CARCI initiative responds to CARD's rural development priority. **Topics:** Proposals from applicants; contribution agreements between AAFC and the proponents; financial information and reports; database program for tracking purpose. **Program Record Number:** AAFC RRS 302

### Canadian Rural Partnership (CRP) Pilot Projects Initiative

**Description:** The Pilot Projects Initiative is a four-year [1998/99 to 2001-02] program designed to support creative, community-based initiatives that promote strong, sustainable community development in rural and remote areas. The Initiative works through partnerships with other levels of government and with community groups operating in rural areas. Applications are accepted annually – last acceptance date was April 30, 2001. **Topics:** Proposals from applicants; agreements between departments; contribution agreements between AAFC and the proponents; financial information and reports; database program for tracking purposes. **Program Record Number:** AAFC RRS 301

### Rural Organization Information System (ROIS)

**Description:** The ROIS contains up-to-date information on national, provincial/territorial and regional rural stakeholder groups. The ROIS includes information such as; mailing and e-mail addresses, telephone and



fax numbers, links to web sites, organization and federal government contact names, executive board members, profiles/mandates, and dates and locations of annual and semi-annual meetings. Queries can be conducted by organization; by sector; by subject; by location; by event; and by contact name. **Topics:** The ROIS was developed for a variety of purposes, such as facilitating the inclusion of relevant rural organizations for government consultations, including the Rural Dialogue (eg. focus groups, workshops, surveys, etc.) and disseminating information from the Government of Canada of interest to rural organizations. **Program Record Number:** AAFC RRS 303

## Strategic Policy Branch

### Adapting to Change and Managing Risk-Survey

**Description:** In January 1998, Agriculture and Agri-Food Canada conducted a large scale study of Canadian farmers' attitudes toward change and risk, and the ways that they deal with these issues on their farm operations. Producers whose main farm enterprise was either field crops, beef cattle, hogs, or horticulture and who had farm sales of at least \$ 10,000. To provide benchmark data on producers' attitudes toward change and risk, and their strategies for dealing with these. To segment the farm population based on these attitudes. Use attitudinal data with financial and economic data to better understand producer attitudes and behaviours. Used in assessment and development of safety net programs. Records are maintained for further analysis. 98071 and report is available on the Internet at: [www.agr.ca/policy/epad](http://www.agr.ca/policy/epad). **Program Record Number:** AAFC SPB 710

### AgriConnexions

**Description:** An on-line database of government and industry-related information for use by employees of Agriculture and Agri-Food Canada (AAFC) and the Canadian Food Inspection Agency (CFIA). **Topics:** Profiles of industry associations and provincial and territorial departments with agriculture and rural mandates; upcoming events related to the agriculture and agri-food sector; links to provincial and territorial Web sites and to AAFC's five portfolio organizations. **Access:** Access to AgriConnexions is through AgriSource, AAFC's Intranet. **Storage Medium:** Data used by AgriConnexions is stored in an Oracle database. **Program Record Number:** AAFC SPB 700

### Agricultural Development Policy and Analysis

**Description:** Policy-oriented analyses of agricultural development issues. **Topics:** Farm costs and incomes; farm income protection; agricultural stabilization; development strategy; energy in agriculture; farm labour programs; land-use policy; farm credit policy; agricultural taxation. **Program Record Number:** AAFC SPB 485

### Agricultural Environmental Stewardship Initiative (AESI)

**Description:** Information on the three year (2000-2003) Agricultural Environmental Stewardship Initiative (AESI) being implemented by industry-led agricultural adaptation councils in each province. The AESI emphasizes projects that address the regional impacts of agricultural practices on water, soil, and air quality, biodiversity and greenhouse gas emissions. This initiative addresses this issues through education and awareness, technology transfer, and stewardship tools including environmental clubs, environmental management systems, and land use planning. This initiative is funded under the Canadian Adaptation and Rural Development Fund. **Program Record Number:** AAFC SPB 620

### Agriculture-Related Data

**Description:** Economic data related to agriculture. **Topics:** Market commentaries (annual and monthly time series); monthly and annual trade data (prices and quantities); source data for Food and Agriculture Regional Model and the hog, slaughter cattle and cow/calf stabilization models (monthly, quarterly and annual time series); miscellaneous economic data on agriculture and food. **Access:** Files arranged by AGSEC code or commodity (marketing and trade coding system). **Program Record Number:** AAFC SPB 330

### Climate Change Funding Initiative

**Description:** The Climate Change Funding Initiative (CCFI) is a four-year, \$4 million investment to help the agricultural sector address climate change. The Initiative will ultimately contribute to Canada's efforts in meeting its Kyoto commitments to reduce greenhouse gas emissions to six per cent below 1990 levels by 2008-2012. This initiative is funded under the Canadian Adaptation and Rural Development Fund. **Program Record Number:** AAFC SPB 603

### Climate Change Skills and Knowledge Transfer Program

**Description:** The Climate Change – Skills and Knowledge Transfer Program is a four year initiative being implemented by the Soil Conservation Council of Canada SCC). The SCC calls the initiative "Taking Charge," as it involves farmers raising farmers' awareness and knowledge of climate change issues, and the application of good environmental practices that can contribute to Canada's reduction of greenhouse gas emissions. Funded through Canadian Adaptation and Rural Development Fund (CARD). **Program Record Number:** AAFC SPB 604

### Countryside Canada

**Description:** Countryside Canada is a three-year national program of \$600,000 designed to strengthen environmental conservation practices within the



agricultural sector by recognizing exemplary stewardship efforts of farmers and ranchers across the country. The program acknowledges that an increase in wildlife habitat conservation is dependent, in great part, on the cooperation and enthusiasm of private landowners, including farmers and ranchers. Funded through Canadian Adaptation and Rural Development Fund (CARD). **Program Record Number:** AAFC SPB 606

### **Economic Intelligence**

**Description:** Economic intelligence on agricultural production and inputs. **Topics:** Farm input markets; farm costs and incomes. **Program Record Number:** AAFC SPB 490

### **Economic Research on Commodity Markets and Agricultural Market Forecasting**

**Description:** Information on the supplies, consumption, inventories, trade and prices of the major agricultural commodities produced in Canada and on the analysis of factors influencing the behaviour of markets for these commodities. **Topics:** Dairy and dairy products; livestock and livestock products; poultry and poultry products; fruit, vegetables, honey and maple products; special crops; grains, oilseeds and fodder crop.

**Storage Medium:** Statistics on commodity prices, marketings, stocks, imports, exports, production and disposition are machine-readable. **Program Record Number:** AAFC SPB 310

### **Environment Bureau**

**Description:** This Bureau ensures the integration of environmental sustainability in all lines of business for the department. This is done through the formulation of environmental policy, studies of environmental trends relevant to agriculture, and the promotion of environmental sustainable agricultural practices in partnership with others in the department, sector, federal and provincial government, and internationally. **Topics:** The Environment Bureau also participates in many domestic and international environmental initiatives with an agri-environmental focus, such as the Organisation for Economic Co-operation and Development (OECD) and the World Trade Organisation (WTO). Moreover, information is provided to the sector and the public in general through direct communications, publications, as well as through a website. Environmental sustainability in the agriculture and agri-food sector encompasses a wide range of issues and challenges to traditional agricultural policies. The Environment Bureau's contribution to sustainability may be illustrated by some of the various files it is currently involved in: Climate Change; Agri-Environmental Indicators; Sustainable Development Strategy; Species at Risk; and A new Agri-food Policy Framework. **Program Record Number:** Related to AAFC SPB 619

### **Environmental Management System for the Hog Industry**

**Description:** This initiative involves developing an approach towards a certification system for the hog industry. Recognizing that work is already underway in some provinces, the needs and implications in developing a national approach will be investigated. Funded through Canadian Adaptation and Rural Development Fund (CARD). **Program Record Number:** AAFC SPB 621

### **Farm Women's Bureau**

**Description:** The mandate of the Farm Women's Bureau is to advocate and promote, in partnership with farm women, the equitable representation of farm women in agricultural policy and decision making. **Topics:** government policy on gender equality; farm and rural women's representation on federal boards and commissions and in consultations; farm and rural women's issues; information and liaison services to farm women and their organizations; support services to Minister and Secretary of State in their dealings with farm/rural women. **Program Record Number:** AAFC SPB 500

### **Food Policy and Research**

**Description:** Economic studies and policy advice on food markets. **Topics:** Food prices; processing and retailing, transportation; food demand and consumption; foreign ownership; regulations. **Program Record Number:** AAFC SPB 325

### **Grain Handling and Transportation**

**Description:** Information on grain handling and transportation system in Canada. **Topics:** Labour disputes; elevators; box cars; terminals; trading – CNR, CPR; Crow rates; tariffs, stop-off charges; Western Grain Transportation Act. **Program Record Number:** AAFC SPB 815

### **Grain Handling and Transportation Reform**

**Description:** Information on the reviews and discussions leading to the May 10th, 2000 announcement of the government's intention to introduce measures to increase efficiency and cut costs in Canada's grain handling and transportation system. **Topics:** Estey Review; Kroeger process; railways' maximum revenue entitlement; amendments to the Canada Transportation Act; Canadian Wheat Board tendering. **Program Record Number:** AAFC SPB 816

### **Grain Payments**

**Description:** Information on domestic grain sector support. **Topics:** Prices; initial payments; cash advances; situation report. **Program Record Number:** AAFC SPB 820

### Grains and Oilseeds

**Description:** Information on various grain and oilseed crops, problems and policies. **Topics:** Feed grains; domestic feed grain marketing policy; canola; oats; barley; wheat; durum; soy bean; flax; rye; drought; pesticides; corn. **Program Record Number:** AAFC SPB 830

### Livestock Environmental Initiative (LEI)

**Description:** Information on the Livestock Environmental Initiative (LEI) funded under the Canadian Adaptation and Rural Development (CARD) program. Delivered through an industry-led body, the program is to help the livestock industry to address environmental concerns through research and development of technology, and acceleration of technology assessment and transfer. The emphasis is on promoting technologies and management practices which are technically ready for on-farm application. **Program Record Number:** AAFC SPB 622

### National Soil and Water Conservation Program (NSWCP)

**Description:** Information on the NSWCP, a two-year (1997/98 – 1998/99) initiative that helped the agriculture and agri-food sector addresses priority environmental sustainability issues through four program areas including: Stewardship, technology transfer/research and development; market opportunities development; and increasing understanding and awareness. **Program Record Number:** AAFC SPB 623

### Pesticide Minor Use Program Funding Initiative (MUPFI)

**Description:** MUPFI provides funding from the Canadian Adaptation and Rural Development (CARD) Fund to enhance producers' access to pest management tools. Applications are received from agricultural associations and universities, requesting funding for minor use pesticide research to support registration for minor use label expansions. Funding for joint Canada-U.S. pesticide research is also carried out. This bank contains records of the MUPFI application form, i.e., name, address, telephone and facsimile numbers, project description, proposed project funding, and project work plan, schedule and costs. **Program Record Number:** AAFC SPB 624

### Producer Account Maintenance

**Description:** Information on transactions between grain buyers and producers under the provisions of the Western Grain Stabilization Act. **Topics:** Date of transaction; grade of grain; purchaser (name and location); quantity delivered; revenue paid; kind of grain. **Access:** Files arranged by Canadian Wheat Board permit number. **Program Record Number:** AAFC SPB 345

### Resource and Environmental Programs

**Description:** Information on environmental issues related to agriculture and programs to encourage environmental management of resources. **Topics:** Soil and water conservation management studies, wildlife habitat/agriculture interface, environmental assessment and review processes, National Soil Conservation Program, Green Plan initiatives, Environmental Sustainability Initiatives, Land Management Adjustment Program, and pesticide price monitoring National Soil and Water Conservation Program, Hog Environmental Management Strategy, Livestock Environmental Initiative, Country Side Canada, Climate Change Funding Initiative, Climate Change Skills and Knowledge Transfer Program, Agricultural Environmental Stewardship Initiative. **Storage Medium:** Hard copy and/or computer diskettes. **Program Record Number:** AAFC SPB 346

### Western Grain Transportation Consultations

**Description:** The western grain handling and transportation consultation process focussed on 1) the Western Grain Transportation Act (WGTA) method of payment options identified by the 1990 Transportation Committee under the Agri-food Policy Review, 2) western grain transportation system efficiencies, 3) the costs associated with moving grain from Thunder Bay to St. Lawrence shipping points, 4) Minimum Compensatory Rates (MCRs) for canola products and 5) the impacts of policy change on rural communities. The consultations were designed to solicit the views of a wide range of stakeholders, primarily at the "grass roots" level. There were approximately 154 public meetings, from coast to coast – but mostly located in western Canada. The information was used to assist in evaluating various options and to assist in making decisions. **Topics:** Views on options, and method of payments for the above mentioned subjects. **Program Record Number:** AAFC SPB 801

## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

### Accounts and Accounting

#### Audits

#### Budgets

#### Buildings

#### Buildings and Properties

#### Classification of Positions

#### Co-operation and Liaison

#### Employment and Staffing

#### Equipment and Supplies

#### Finance

#### Furniture and Furnishings

## Human Resources

### Lands

### Occupational Health, Safety and Welfare

### Office Appliances

### Official Languages

### Pensions and Insurance

### Procurement

### Salaries and Wages

### Training and Development

### Utilities

### Vehicles

## Personal Information Banks

### Corporate Management Branch

#### Access to Information Request Files

**Description:** This bank contains the Access to Information Request Forms sent by individuals requesting access to departmental files, the replies to such requests and information related to their processing. Information on exemptions or exclusions claimed, on complaints handled, or on fee waivers may also be included. **Class of Individuals:** Individuals present in Canada. **Purpose:** To administer access requests in accordance with the Access to Information Act. **Consistent Uses:** The bank is used to record the processing of requests under the Access to Information Act, to report to Treasury Board and to Parliament on requests received and completed, and for the purposes of consultations with other government institutions. **Retention and Disposal Standards:** Files will be kept for two years after the last administrative use and then destroyed. **PAC Number:** 98/001 **Related to PR#:** AAFC CMB 855 **TBS Registration:** 000908 **Bank Number:** AAFC PPU 200

#### Application for Pari-Mutuel Betting Permits

**Description:** This bank contains correspondence, personal information submitted by the applicant, criminal histories and corporate ownership (directors, and signing officer over 10 percent of the shares). **Class of Individuals:** Race track operators. **Purpose:** The purpose of this bank is to consolidate information used to grant qualified applicants permits to conduct pari-mutuel betting on horse races pursuant to section 204 of the Criminal Code. **Consistent Uses:** The bank is used to qualify associations for betting privilege, and to fix dates for betting. **Retention and Disposal Standards:** These files are retained for 10 years. **PAC Number:** 93/023 **Related to PR#:** AAFC CMB 180 **TBS Registration:** 000894 **Bank Number:** AAFC PPU 125

## Expenditure Accounts – Public

**Description:** This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled, and other payments. This bank also contains personal information (i.e. name, address, and SIN) for individuals requiring a tax information slip (e.g. AGR.1) and T4As. **Class of Individuals:** Contractors engaged by the Department of Agriculture and Agri-Food and farmers receiving various forms of payments from the Department. **Purpose:** The bank is used for the payment of invoices and claims to contractors engaged by the Department and farmers receiving various forms of payments from the Department. The SIN is required for inclusion on tax information slips, T4As, and on tax information files that the department must send to Revenue Canada and Revenue Quebec. **Retention and Disposal Standards:** Records are retained for six years. **PAC Number:** 99/004. **Related to PR#:** AAFC CMB 914 **TBS Registration:** 002286 **Bank Number:** AAFC PPU 335

## Goods, Services and Construction Contracts Under Agriculture and Agri-Food Canada Authority

**Description:** This bank is maintained by the assets Management and Capital Planning Section to record information on services contracts awarded under Agriculture and Agri-Food Canada authority in compliance with the Financial Administration Act and Treasury Board and internal departmental directives. **Class of Individuals:** Individuals or firms engaged in contracting with the Department of Agriculture and Agri-Food. **Purpose:** The bank is used to monitor, analyze and report departmental contracting activities. **Consistent Uses:** These records are also used during auditing functions. **Retention and Disposal Standards:** Information in this bank is retained for six years after the completion and non-renewal of a contract and is then destroyed. **PAC Number:** 86-001 **Related to PR#:** AAFC CMB 912 **TBS Registration:** 002046 **Bank Number:** AAFC PPU 202

## Identification and Access Control Cards

**Description:** This bank contains photographs, signatures, surnames and given names, date of birth and card numbers for AAFC staff and others who occupy AAFC buildings or who require routine access. The bank also contains information related to the access/egress to the buildings by cardholders. The identification/access control card information is collected by means of an application form and is stored in an automated database. Records are accessible by providing full name and date of birth. **Class of Individuals:** Employees of AAFC and other departments who occupy AAFC space as well as



contractors who require access to the building on a routine basis. **Purpose:** The purpose of this bank is to maintain information related to the issuance, cancellation and use of identification and access cards. For safety and security reasons the cards are used to control building access and to certain areas within the buildings and to provide security and safety to the occupants and assets of the buildings. **Consistent Uses:** Issuance of identification and access control cards. Information may be used to produce reports for statistical analysis or for incident investigation. **Retention and Disposal Standards:** Information related to access to the AAFC buildings is collected solely for safety and security reasons. Information collected during core hours is purged on a daily basis. Information collected during silent hours and on entry control logs is retained for 2 years for investigation purposes and is then destroyed. Identification records are retained for 5 years after release from the department and are then destroyed. **Related to PR#:** AAFC CMB 856 **TBS Registration:** 003981 **Bank Number:** AAFC PPU 211

#### Information Disclosed to Investigative Bodies

**Description:** This bank contains copies of requests from investigative bodies listed in the Privacy Regulations for access to personal information pursuant to section 8(2)(e) of the Act. The bank also contains the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests.

**Class of Individuals:** Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act from federal investigative bodies. **Purpose:** The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation. **Consistent Uses:** This bank will be used to compile statistics relating to requests from federal investigative bodies. Also this bank will be used for the auditing of the procedures concerning the exchange of personal information with investigative bodies as defined in section 8(2)(e) of the Privacy Act. **Retention and Disposal Standards:** Information held in this bank is retained for two years after the last entry date and then destroyed. **PAC Number:** 98/001 **Related to PR#:** AAFC CMB 855 **TBS Registration:** 002045 **Bank Number:** AAFC PPU 201

**Retention and Disposal Standards:** Information held in this bank is retained for two years after the last entry date and then destroyed. **PAC Number:** 98/001 **Related to PR#:** AAFC CMB 855 **TBS Registration:** 002045 **Bank Number:** AAFC PPU 201

#### Mailing Lists

**Description:** This bank contains mailing lists with the names and addresses of individuals, academic and farming organizations, firms, companies, group, etc.

**Class of Individuals:** Individuals, academic and farming organizations, firms, companies, groups, government officials, etc. **Purpose:** To maintain standard lists of individuals, organizations, groups, businesses, etc. for

the purpose of mailing publications, reports, newsletters, press releases and other documentation on departmental activities and programs. **Consistent Uses:** The information is used to mail and distribute documentation to individuals on the mailing lists. Use of the mailing lists will be based on one of the following criteria:

1) The individuals were informed that their names and addresses would be used for that purpose. 2) The use

of the names and addresses for a mailing list is authorized by legislation or a regulation. 3) The individuals have consented to being on a mailing list and/or to having additional information distributed to them. 4) It is clearly to the benefit of the individual or in the general public interest to distribute the information (this would only occur in exceptional circumstances).

**Retention and Disposal Standards:** Records are updated continuously and the information is kept up to when superseded. **PAC Number:** 98/001 **Related to PR#:** AAFC CMB 855 **TBS Registration:** 002695 **Bank Number:** AAFC PPU 204

#### Privacy Request Files

**Description:** This bank contains Personal Information Request files sent by individuals requesting access to their files, the replies to such requests and information related to their processing. Information on exemptions claimed or on complaints handled may also be included.

**Class of Individuals:** Individuals who apply under the Privacy Act for access to their personal files, including employees of Agriculture and Agri-Food Canada. **Purpose:** The information is used to administer access to personal information requests in accordance with the Privacy Act. **Consistent Uses:** The bank is used to access personal information requests; to report to Treasury Board and to Parliament on requests received and completed under the Privacy Act; to verify the identity of requesters; and for the purpose of consultations with other government institutions. **Retention and Disposal Standards:** Files will be kept for two years after the last administrative use and then destroyed. **PAC Number:** 98/001 **Related to PR#:** AAFC CMB 855 **TBS Registration:** 000907 **Bank Number:** AAFC PPU 195

#### Quality Service Request Data Base and Public Information Request Services (PIRS)

**Description:** This database contains contact coordinates for individuals, Associations, and firms that have contacted either the Agriculture and Agri-Food Canada or the Canadian Food Inspection Agency 1-800 line and general inquiries.

**Class of Individuals:** General public. **Purpose:** To maintain an administrative record of such calls to ensure all callers receive the requested information in a timely manner. **Consistent Uses:** To allow follow-up with the caller to permit quality service assurance such as to measure the timeliness of response and determine if the proper information has

been provided and for statistical purposes. **Retention and Disposal Standards:** The records will be kept for a period of 24 months from the end of the fiscal year in which they occur and then these will be destroyed.

**Related to PR#:** AAFC CMB 855 **TBS Registration:** 004004 **Bank Number:** AAFC PPU 010

### Real Property Legal File

**Description:** This bank contains land grants, deeds, titles, leases and easements. **Class of Individuals:** Property owners, proprietors, tenants, licensees, lessees. **Purpose:** Information is used to conclude land transactions and for economic cost management of real property holdings. **Consistent Uses:** The information is also used to maintain legal records of holdings and transactions, and for cost control.

**Retention and Disposal Standards:** Records are retained until they are of no further value to Agriculture and Agri-Food Canada (at least two years). Original documents are retained in provincial or court registry offices. **PAC Number:** 86-001 **Related to PR#:** AAFC CMB 907 **TBS Registration:** 002290 **Bank Number:** AAFC PPU 345

### Revenue Accounting and Control

**Description:** This bank is used for managing the accounts receivable system to effect cost recovery on behalf of Agriculture and Agri-Food Canada. Related information is maintained to administer these responsibilities. **Class of Individuals:** Private sector individuals to whom invoices are issued to record their indebtedness to the Department. **Purpose:** Information is used to manage the granting of credit by the Department to individuals and the collection of revenues owing to the Department. The collection of revenues may involve the use of Private Collection Agencies and the provision to them of information provided by the individuals. **Consistent Uses:** Information may be used to recover debts due to the Department by set-off against any payment made by the Crown to individuals. Information may also be used to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. **Retention and Disposal Standards:** Records are retained for six years. **PAC Number:** 99/004 **Related to PR#:** AAFC CMB 915 **TBS Registration:** 002287 **Bank Number:** AAFC PPU 340

### Surveys

**Description:** From time to time, agricultural and non-agricultural surveys are carried out by the Department to obtain information. These agricultural surveys include information on the socio-economic characteristics of farm operators and information relating to crops, livestock, poultry, machinery, farm operating expenses and agriculture receipts. The

non-agricultural surveys include information on production, inventory and sales in the fruit, vegetable and dairy processing sectors. The bank also contains information from the grain and oilseed industries and the agri-food sectors. Program evaluations routinely collect information from the agricultural sector relating to program performance. Other similar surveys may occur as the need arises. **Class of Individuals:** Producers, processors, distributors, wholesalers and retailers. **Purpose:** This bank provides a base inventory of Canadian agriculture, as well as information for production, marketing, administrative and policy decisions. **Consistent Uses:** The results of the surveys will be used to provide statistics which will assist the various branches in assessing the relevance and impact of Department of Agriculture and Agri-Food programs, and the extent to which these have successfully achieved their objectives. **Retention and Disposal Standards:** Each survey will be retained for a minimum period of five years. **PAC Number:** 86-001 **Related to PR#:** AAFC CMB 855 **TBS Registration:** 001877 **Bank Number:** AAFC PPU 193

## Farm Financial Programs Branch

### Agricultural Marketing Programs Act (AMPA) Advance Payments Program

**Description:** This bank contains information on producer organizations applying under the Advance Payment Program, AMPA and on producers in default under the program. This information includes bank statements, credit checks, producers' and producer organizations' names and addresses, the amount of advances, payments, the repayment schedule, judgements against defaults, action taken by producer organization groups to obtain payment, organizational structures, management and organizational process description, audited financial statements, terms and conditions of guarantee provided. **Class of Individuals:** Individual farm-product producers. **Purpose:** To ensure repayment of advances to producer groups and including Canadian Wheat Board, who distribute funds to individual producers under the Advance Payment Program. **Consistent Uses:** (1) Information is used to ensure adherence to the terms and conditions of AMPA and to take the necessary actions to ensure collection from defaulters. (2) Information may also be used to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity would be used by the provinces to collect accounts receivable owing to the federal government from several federal agricultural programs under the Farm Income Assistance Initiative. **Retention and Disposal Standards:** These files are retained for six years after the payment of the loan. **PAC Number:** Under review. **Related to PR#:** AAFC FFP 255 **TBS Registration:** 000897 **Bank Number:** AAFC PPU 140



### **Agricultural Marketing Programs Act (AMPA) – Price Pooling Program**

**Description:** This bank contains information on applicants under the Price Pooling Program, AMPA. This information includes names and addresses of the applicants, organizational structures, management and organizational process description, audited financial statements, marketing strategy, historical data on prices received, terms and conditions of guarantee provided.

**Class of Individuals:** Marketing agencies, producers organizations, processors.

**Purpose:** To make informed/consistent decisions regarding the eligibility of the applicant and to establish the price guarantee.

**Consistent Uses:** (1) Information is used to ensure adherence to the terms and conditions of AMPA; (2) to ensure compliance to the terms of the price agreement entered into with the marketing agency (3) to ensure the validity of claims for loss and to determine the government liability payment.

**Retention and Disposal Standards:** These files are retained for a minimum of six years after the termination of the agreement of the liability payment.

**PAC Number:** Under review.

**TBS Registration:** 004270

**Bank Number:** AAFC PPU 209

### **Canadian Crop Drought Assistance Program**

**Description:** This bank contains records of applications for drought assistance under the Canadian Crop Drought Assistance Program for the 1988 crop year. This information includes producer names, addresses and land locations, Canadian Wheat Board numbers, irrigation licence numbers, and Irrigation District/Prairie Farm Rehabilitation project name.

**Class of Individuals:** Producers of all cultivated crops in areas determined by the Program to have significantly reduced yields as a result of the 1988 drought in Alberta, Saskatchewan, Manitoba and Ontario.

**Purpose:** The information in this bank was compiled in order to facilitate the implementation of the program. It is used to determine the eligibility of producers for assistance and the level of assistance that they will receive under the program formula. It is also used to issue payments.

**Consistent Uses:** (1) Information is used to determine the eligibility and the level of assistance to producers under the program formula, and to issue payments. (2) Data matching is done under Section 155 of the Financial Administration Act. The Minister may authorize retention of funds for indebtedness to recover funds owing under the following: the Advance Payments for Crops Act, the Farm Improvement Loans Act, the Agricultural Stabilization Act, and the Special Canadian Grains Act. The potential for this disclosure was outlined in both the Program Terms and Conditions and the Claim Forms. (3) Information may be used to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. (4) The information will be used by the provinces to collect accounts receivable owing to the

federal government from several federal agricultural programs under the Farm Income Assistance Initiative.

**Retention and Disposal Standards:** Records are retained for six years after the date of application.

**Related to PR#:** AAFC FFP 820

**TBS Registration:** 002584

**Bank Number:** AAFC PPU 182

### **Canadian Farm Business Management Program (CFBMP)**

**Description:** This bank contains information on the CFBMP including information necessary to effectively deliver the various activities. CFBMP is an initiative funded by Agriculture and Agri-Food Canada. Implementation is generally through a provincial delivery organization which undertakes to have training materials developed, and training provided to eligible applicants. Program elements differ significantly between provinces.

**Class of Individuals:** Farm producers participating in training courses. Contractors and consultants hired to develop materials and deliver courses.

**Purpose:** This bank is used to identify and address the farm management needs in the agricultural sector and those contracted to undertake the development and delivery of farm business management courses.

**Consistent Uses:** This bank is used to monitor farm management training and related services provided to producers.

**Retention and Disposal Standards:** Files will be retained for the purpose of delivering the three-year initiative and for audit and evaluation purposes by the delivery organizations for periods specified in the agreements; after which, files will then be destroyed.

**PAC Number:** Under review.

**Related to PR#:** AAFC FFP 487

**TBS Registration:** 002940

**Bank Number:** AAFC PPU 253

### **Canadian Rural Transition Program**

**Description:** The bank contains information on clients' names, addresses, social insurance numbers, descendants' lists, as well as specific business criteria for making determination on eligibility. The case files are kept secured in Canada Employment Centre offices.

**Class of Individuals:** Farmers who, by reasons of financial difficulty, have left or are leaving agriculture and are seeking assistance under the CRTP.

**Purpose:** The application is the basis for determining the eligibility of an applicant to receive assistance under the Program, i.e. the Transition Grant and Supplementary Transition Assistance. Social insurance numbers (SINs) are collected by the CRTP under the authority of the Unemployment Insurance Act and are also required to determine applicants' eligibility, i.e., whether or not he/she is in receipt of unemployment insurance or social assistance. In addition, the SIN is the basis of identification for payment of eligible applicants by the Department of Supply and Services and is also of use in advising Revenue Canada (Taxation) of any taxable benefits received under CRTP in a given tax year, and receipts are issued accordingly to the client.

**Consistent Uses:** In cases of acceptance, information rests with



Canada Employment Centre offices. In cases of rejection, information is transferred to Ottawa Human Resources Development Canada – CRTP Office/policy Agriculture and Agri-Food Canada where all rejections are reviewed, and in some instances, decisions to reject are overturned. **Retention and Disposal Standards:** All files will be kept for a minimum of two years after the client's farming activities have ceased. Canada Employment Centres will keep all files for the duration of the program (until March 31, 1997) **PAC Number:** 2001/007 **Related to PR#:** AAFC FFP 481 **TBS Registration:** 002044 **Bank Number:** AAFC PPU 325

### Farm Consultation Service (FCS)

**Description:** The bank contains information on farmers in financial difficulty who have applied for review of their financial situation under the Farm Consultation Service, a Departmental Program developed as a complimentary program to the farm Debt Mediation Service. Specific information includes the applicant's name, address, principal commodity, creditors, estimated liabilities and list of all assets. The case files are kept secured in the Farm Consultation Service's offices. **Class of Individuals:** Farmers in financial difficulty. **Purpose:** The Farm Consultation Service ensure that farmer operators in financial difficulty have access to a financial review of their circumstances that would help resolve their difficulties and prevent more serious problems from occurring in the future. In order for the Farm Consultation Service to conduct a proper review, accurate financial information is required of the applicant. The information is provided on a Farm Financial Statement and may also include an Operational Plan. **Consistent Uses:** Copies of the Farm Financial Statement (and Operational Plan) are provided to the applicant. The information is used in evaluating the farmer's operations and developing an operational plan or alternatives to assist in improving the farmer's situation. **Retention and Disposal Standards:** All files will be kept six years from the date the file is closed or the last administrative action. **PAC Number:** Under review. **Related to PR#:** AAFC FFP 486 **TBS Registration:** 004007 **Bank Number:** AAFC PPU 226

### Farm Debt Mediation Service (FDMS)

**Description:** The bank contains information on insolvent farmers who have applied for a review of their financial situation and mediation under section 5(1)(a) or (b) of the Farm Debt Mediation Act. Specific information includes the applicant's names, address, principal commodity, creditors, estimated liabilities and list of all assets. The case files are kept secured in the FDMS offices. **Class of Individuals:** Insolvent farmers **Purpose:** The Farm Debt Mediation Act ensures that insolvent farmers, whether or not they have received a Notice of Intent to Realize on their security, have access to an impartial third party review and mediation. This includes a review of the farmer's financial affairs and

mediation between the farmer and the farmer's creditors for the purpose of assisting them to reach a mutually acceptable arrangement. In order for the Farm Debt Mediation Service to conduct a proper review, accurate financial information is required of the applicant. The information is provided on a Farm Financial Statement and may also include a Recovery Plan. **Consistent Uses:** Copies of the farmer's Farm Financial Statement (and Recovery Plan) are provided to the mediator and to persons who will be participating in the mediation. The information is used in evaluating the farmer's alternatives and in mediation discussions with the farmer's creditors. The financial information of farmers in the province of Saskatchewan and Manitoba may be provided, with the farmer's consent, to the Saskatchewan farm Land Security Board and the Manitoba Board respectively to assist in their farm debt review programs. **Retention and Disposal Standards:** All files will be kept for a period of six years from the date the file closed or the last administrative action. **PAC Number:** Under review. **Related to PR#:** AAFC FFP 486 **TBS Registration:** 004008 **Bank Number:** AAFC PPU 227

### Farm Debt Review Board

**Description:** This bank is no longer active. This bank contained information on farmers in financial difficulty and on insolvent farmers who applied for a review under section 16 and section 20 of the Farm Debt Review Act. Specific information included the applicant's name, address, Social Insurance Number (SIN), principal commodity, creditors, estimated liabilities and list of all assets. The case files were kept secured in the Board's offices. **Class of Individuals:** Farmers in financial difficulty and insolvent farmers. **Purpose:** The Farm Debt Review Act ensured that farm operators in financial difficulty, or facing a farm foreclosure, had access to an impartial third-party review of individual circumstances and possible financing or re-financing options. In order for the Board to conduct a proper review, accurate financial information was required of the applicant. A voluntary agreement between a farmer and his or her creditor(s) for a mutually satisfactory arrangement was sought. Social insurance numbers were collected on the Farm Financial Statement under the authority of the Farm Debt Review Act to conduct reviews of detailed financial information regarding solvent and insolvent farmers in order to arrive at financial agreements with creditors and to provide assistance in facilitating arrangements with creditors. **Consistent Uses:** Copies of the farmer's financial information were provided to the FDRB panel members for review. The information was used in evaluating the farmer's alternatives and in mediation discussions with the farmer's creditors. The financial information of farmers in the provinces of Saskatchewan and Manitoba was provided on a voluntary basis to the Saskatchewan Farm Land Security Board and the Manitoba Farm Mediation Board respectively to assist

in their farm debt review programs. **Retention and Disposal Standards:** All files will be kept for a minimum period of six years from the date the file closed. **PAC Number:** Under review. **Related to PR#:** AAFC FFP 496 **TBS Registration:** 001867 **Bank Number:** AAFC PPU 176

### Farm Improvement and Marketing

#### Co-operatives Loans Information

**Description:** This bank contains names and addresses of borrowers, the purposes and amounts of loans, and other financial details when a claim for loss is submitted. **Class of Individuals:** Farmers. **Purpose:** To facilitate the availability of intermediate and short-term credit to farmers for the improvement or development of farms. **Consistent Uses:** To ensure the validity of loss claims. Information may also be used to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. The information will also be used by the provinces to collect accounts receivable owing to the federal government from several federal agricultural programs under the Farm Income Assistance Initiative. **Retention and Disposal Standards:** Records are retained for six years. **PAC Number:** Under Review. **Related to PR#:** AAFC FFP 465 **TBS Registration:** 000902 **Bank Number:** AAFC PPU 165

### Net Income Stabilization Account (NISA)

**Description:** NISA is a voluntary stabilization program in which individual producers make deposits to an individual account and contributions are matched by the federal and provincial governments. The producer is entitled to make account withdrawals when his net income is low. **Class of Individuals:** Eligible Canadian producers. **Purpose:** This information is collected on an annual basis to support producer and government contributions to individual NISA accounts. Portions of this account may be held with private financial institutions such as banks or credit unions. **Consistent Uses:** (1) In order to ensure that information submitted is consistent with information provided to Revenue Canada for income tax purposes, a link with the Social Insurance Number (SIN) or the Corporate Tax Number will be required. (2) Data obtained may be used for further verification or for program evaluation purposes. (3) Approval on the use of the SIN will be covered under the enabling Safety Net Legislation. (4) Data consisting of producers' NISA bank deposits, for example, will be exchanged with institutions with the producer's consent. (5) Names and addresses of producers may be used for distribution of material on new agricultural programs. (6) Information may be used to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs.

This activity would be made under the Family Orders and Enforcement Assistance Act. **Retention and Disposal Standards:** 7 years after program ends. **PAC Number:** 2001/008 **Related to PR#:** AAFC FFP 807 **TBS Registration:** 002929 **Bank Number:** AAFC PPU 183

### Western Grain Stabilization Program

**Description:** The bank was used to administer stabilization payments to grain producers. It contains the grain receipts and levy payments of holders of permits issued by the Canadian Wheat Board in Manitoba, Saskatchewan, Alberta and British Columbia. **Class of Individuals:** Grain producers in Manitoba, Saskatchewan, Alberta and British Columbia. **Purpose:** Files in this bank were used to calculate and issue stabilization payments to participating grain producers. **Consistent Uses:** Disclosure: (1) On an individual request basis, account information supplied to Revenue Canada to assist in its investigations. (2) The four western provincial crown corporations (Manitoba Crop Insurance Corporation, Saskatchewan Crop Insurance Corporation and the Farm Income and Crop Insurance Branch of the British Columbia Ministry of Agriculture and Food requested use of our data bank. Information provided concerning specific producers' sales by grain type and tonnes (not sales value) and generally extends over a number of crop years. The requests are ongoing and average perhaps one per week involving perhaps a dozen producers at most. In addition, we also provided computer tape files of our participants identified by permit number only while quoting the outstanding levy to be deducted from these accounts. This information was used in conducting audits of crop insurance claims and in pursuing fraudulent claims through the courts. The computer tape files used for matching participant to claimant in order to determine the amount of levy to be deducted from the claimant's indemnity payment (the provincial corporations were registered as designated purchasers under the WAGS Act). (3) Western Grain Transportation Agency: Grain sales information specific to producers in a specific area covering a ten year period was provided. This was an annual request. This information is used to establish compensatory amounts for the additional cost of transporting grain by truck as a result of rail line abandonment and the closure of grain elevators contiguous to it. As additional rail lines become eligible each year for removal from the network, more producers are affected by elevator closures. (4) Canada Grains Council: Historical data which are non-specific as to producer. The data are statistical in nature and used by the council for various analyses and studies. This was an annual request at one time but we have not received a request for the past two years. (5) Auditor General: Complete copies of our master file of name and addresses as well as our payout file. The information is requested annually. The information



is used to verify the propriety and accuracy of stabilization payments. (6) RCMP: Detailed information specific to individuals is provided which would include name and address as well as grain sales for one or more years. The information is requested on an as needed basis (very infrequently). This information is issued to conduct criminal investigations. (7) Statistics Canada: Statistical information is provided on an ad hoc basis. Requests are very infrequent. The information is not producer specific and is used to conduct various analyses and studies. (8) Canadian Wheat Board (CWB) Payouts: Producer permit numbers, participant status and the amount of levy yet to be deducted is provided to the CWB once or twice a year. Conversely, each week the CWB furnishes WGSa with a computer tape of name and address changes and new permit number issues. The information enables the CWB to match participant files to their payment files in order to deduct the WGS levy from interim, adjustment and final payments. Information on the payout and the levy by producer is returned for processing to the WGS accounts. The CWB also forwards information weekly providing information about new permit book numbers and name and address which is used to update the WGS data base prior to levy refunds or stabilization payouts. (9) Revenue Canada: Statutory set-offs are received and recorded to intercept amounts owing to the Crown. Levy refunds and stabilization payments are matched to the file of set-offs and may confirmed amounts are diverted to Revenue Canada. (10) Family Orders and Agreements Enforcement Assistance Act: Monthly a computer tape file is received from Justice Canada to perform a name and address match against the WGSa master file. The matching is carried out to identify payees against whom there is an outstanding summons. WGSa payments are intercepted and set aside for instructions from Justice as to the amount to be diverted. **Retention and Disposal Standards:** Records are held for 20 years.

**PAC Number:** 2001/007. **Related to PR#:** AAFC FFP 350 **TBS Registration:** 001715 **Bank Number:** AAFC PPU 180

## Human Resources Branch

### Governor-in-Council/Ministerial Personnel Records

**Description:** This bank contains manual and computerized information on current, former and possible incumbents of executive positions occupied by individuals appointed by Governor-in-Council (GIC) or Ministerial. Records include letters of recommendation, correspondence, memoranda, education, and employment history. GIC and Ministerial appointees and potential candidates for these positions. **Class of Individuals:** Individuals, employees of the Department, or senior officials of various Associations. **Purpose:** To support the requirements of the appointments officer in their role of identifying candidates and the maintenance of information of these executive appointments for

various Boards or Council. **Consistent Uses:** For appointments only. **Retention and Disposal Standards:** Two years after last administrative use. **PAC Number:** 98/005 **Related to PR#:** AAFC HRB 860 **TBS Registration:** 004009 **Bank Number:** AAFC PPU 500

## Market and Industry Services Branch

### Agri-Food Development Agreements

**Description:** This bank is no longer active however contained information on clients' name, addresses, types of farms (livestock, crops, etc.); acres farmed, acres not farmed, cross farm sales by Statistics Canada Grouping; program applied to and program applied to and program description. The program was designed to improve competitiveness, self-reliance and long term sustainability of farms in the province; identify and develop domestic and export market opportunities; encourage the developments of production and processing activities; improve productivity and quality of agri-food products; and increase the contribution of the sector to the economy of the Quebec economy. The program focussed on sub-programs of market development, technology development, introduction and acceleration, human resources development, land/soil management and information and evaluation.

**Class of Individuals:** Any individuals or companies, organized producer groups, corporation or cooperatives, universities, research foundations, farm/producer organizations and government agencies involved in the agri-food industry in Quebec. **Purpose:** This information bank was used to make payments under the Canada/Quebec Agri-Food Development. **Consistent Uses:** This bank was used to record payments received by individuals, companies, organized producer groups, partnerships, corporations or cooperatives and government agencies. Information could be used to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity would have been made under the Family Orders and Enforcement Assistance Act. **Retention and Disposal Standards:** Files will be retained for 6 years, Quebec – (until March 2004) **PAC Number:** 2001/007 **Related to PR#:** AAFC MIS 496 **TBS Registration:** 002028 **Bank Number:** AAFC PPU 245

### Agri-Food Testing and Experimentation for Quebec

**Description:** This bank is no longer active but contained information on applicants' organizational structure, size of farm, projects description and amount of contribution requested from Agriculture and Agri-Food Canada. **Class of Individuals:** Organizations, individuals or firms associated with agricultural production or the food or beverage industries, research and specialized educational institutions. **Purpose:** The information was used to determine the eligibility of applicants, the level of financial assistance and to carry out the program's objectives of agri-food development. **Consistent Uses:** The bank was used to record payments to Quebec



farmers. Information could have been used to assess applicants' financial and managerial capabilities and to assess projected economic benefits to be derived from undertaking specific projects and to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity would have been done under the Family Orders and Enforcement Assistance Act. **Retention and Disposal Standards:** The files are retained for a minimum of six years (until March 31, 2004). **PAC Number:** Under review. **Related to PR#:** AAFC MIS 490 **TBS Registration:** 002930 **Bank Number:** AAFC PPU 186

#### **Agri-Food Trade 2000 (AFT 2000)**

**Description:** This bank is no longer active, but contained information on clients' names, addresses, organizational structures, project descriptions and other pertinent information. **Class of Individuals:** The primary clients were industry associations and alliances which represent a significant portion of a given industry sector. Individual firms were eligible but usually would receive support only when representing a broader industry interest. **Purpose:** This bank was used by departmental/branch personnel to make informed/consistent decisions regarding the allocation of program dollars. **Consistent Uses:** The overall objective of AFT 2000 was to increase sales of Canadian agriculture, food and beverage products in domestic and foreign markets. The primary focus was to encourage export trade development that all supported activities will contribute either directly or indirectly to increasing market share for Canadian products. **Retention and Disposal Standards:** This program sunsetted on March 31, 2000. Files are stored for a minimum of three years (until March 31, 2003). **PAC Number:** Under Review. **Related to PR#:** AAFC MIS 836 **TBS Registration:** 003929 **Bank Number:** AAFC PPU 370

#### **Agricultural Testing Network Program for Quebec**

**Description:** This bank is no longer active but contained information on the applicants' enterprises, number of livestock and acres in production, main production and the enterprises' capacity to meet the requirements set by the call for tender. **Class of Individuals:** Agricultural producers. **Purpose:** The information was used to determine the applicants' eligibility and to carry out the program's objective which is to accelerate the transfer of technology to the farm. **Consistent Uses:** The bank was used to record payments to Quebec producers. Information could have been used to assess the applicants' managerial capability and to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity was done under the Family Orders and Enforcement Assistance Act. **Retention and Disposal Standards:** The files will be stored for a minimum of 4 to 6 years (until

March 31, 2004). **PAC Number:** Under review.

**Related to PR#:** AAFC MIS 496 **TBS Registration:** 002938 **Bank Number:** AAFC PPU 251

#### **Agriculture Labour Replacement Program**

**Description:** This bank is no longer active but contained information on applicants' need for labour replacement in order that their aspiring or beginning farmers be able to attend a collegial course on farm business management. It also contained information on the level of assistance requested from Agriculture and Agri-Food Canada. **Class of Individuals:** Agricultural producers. **Purpose:** The purpose of the information was to determine the eligibility of the applicants, to establish the level of assistance and to carry out the objective of the program which was to improve the management skills of the young and beginning farmers. **Consistent Uses:** The bank was used to record payments to Quebec producers. Information could have been used to assess the applicants' managerial capability and used to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity was made under the Family Orders and Enforcement Assistance Act. **Retention and Disposal Standards:** The files will be stored for 4 to 6 years (until March 31, 2004). **PAC Number:** Under review. **Related to PR#:** AAFC MIS 496 **TBS Registration:** 002937 **Bank Number:** AAFC PPU 327

#### **Animal Pedigree Act**

**Description:** This bank contains information on the breed associations and clients' correspondence pertaining to the Animal Pedigree Act (APA) such as breed associations' names and addresses, telephone numbers, etc. **Class of Individuals:** Breed Associations. **Purpose:** This bank is used to monitor the breed associations and to store information on inquiries into the APA and the specific breed associations. **Consistent Uses:** This bank is used to ensure that the breed associations are operating in compliance with the APA. **Retention and Disposal Standards:** Files are retained for 10 years. **PAC Number:** Under review. **Related to PR#:** AAFC MIS 455 **TBS Registration:** 002939 **Bank Number:** AAFC PPU 252

#### **Atlantic Livestock Feed Initiatives (ALFI)**

**Description:** This bank is no longer active but contained information on clients' application forms including gross costs of projects and the amount of Agriculture and Agri-Food Canada assistance. Some files may contain farm data on acres of crops and investment in facilities. ALFI was designed to develop a competitive and expanded livestock sector that is economically viable over the long term. **Class of Individuals:** Farmers, agri-business, universities, research institutions and

farm organizations. **Purpose:** This information bank was used to make payments under the federal/provincial Livestock Feed Development Agreements with the Atlantic provinces to individuals, corporations, agencies, associations and marketing boards. **Consistent Uses:** The bank was also used to record payments to individuals, corporations, agencies, associations and marketing boards. Information may also be used to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity would have been made under the Family Orders and Enforcement Assistance Act. **Retention and Disposal Standards:** Files will be retained for 6-7 years (March 31, 2001) and then destroyed. **PAC Number:** 2001/007 **Related to PR#:** AAFC MIS 496 **TBS Registration:** 002042 **Bank Number:** AAFC PPU 315

### Grape and Wine Adjustment Program

**Description:** This bank is no longer active but contained information on clients' names, addresses, land location, quota for grapes, surplus grapes, etc., for producer applicants wishing to remove grape vines from production. **Class of Individuals:** Grape producers in Ontario, British Columbia, Quebec and Ontario. **Purpose:** This information bank was used to make payments under the Grape and Wine Adjustment Program for the removal of grape vines in surplus to industry needs. **Consistent Uses:** This bank was also used to evaluate producer eligibility. **Retention and Disposal Standards:** Files are retained for seven years (March 31, 2003) following program expiry. **PAC Number:** 2001/007 **Related to PR#:** AAFC MIS 488 **TBS Registration:** 002936 **Bank Number:** AAFC PPU 249

### Tobacco Transition Adjustment Initiatives (TTAI)

**Description:** The bank is no longer active but contained information on client's names, addresses and quota information on tobacco producers in New Brunswick, Nova Scotia, Prince Edward Island and Quebec who had applied for assistance in terminating tobacco production. **Class of Individuals:** Tobacco producers in New Brunswick, Nova Scotia, Prince Edward Island and Quebec. **Purpose:** The information was used to determine eligibility and make payments under the Tobacco Diversification Plan's Tobacco Transition Adjustment Initiatives. **Consistent Uses:** Same as Purpose. **Retention and Disposal Standards:** Files will be kept for up to 10 years (QcC – 2002; PEI/NS/NB – 2006). **PAC Number:** 2001/007 **Related to PR#:** AAFC MIS 496 **TBS Registration:** 002033 **Bank Number:** AAFC PPU 270

## Prairie Farm Rehabilitation Administration (PFRA)

### Soil and Water Conservation Programs

**Description:** Programs and activities which involve the storage of personal information include the PFRA Shelterbelt Program, the Southwest Saskatchewan Irrigation Projects, the Irrigation Demonstration Program, the Community Pasture Program, the Soil and Water On-Farm Activities, including the Rural Water Development and Soil Conservation Programs. **Class of Individuals:** Prairie farmers. **Purpose:** The information is used to administer programs on stabilizing and rehabilitating lands sub-marginal for cereal production and conserving and storing water on the drought-prone prairies. **Consistent Uses:** Information may also be used to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. **Retention and Disposal Standards:** Records are held for 53 to 66 years. **PAC Number:** Under review. **Related to PR#:** AAFC PFA 510, 515, 520, 525, 530, 535, 540, 545, 550, 560 **TBS Registration:** 001719 **Bank Number:** AAFC PPU 220

### Soil Conservation Survey of Attitudes

**Description:** This bank contains the results of surveys conducted in order to determine farmers' attitudes towards soil conservation, and to understand the limitations of soil conservation activities as perceived by farmers. **Class of Individuals:** Prairie farmers who have received technical, financial and material assistance from the Soil Conservation Program and prairie farmers whose farms are located in the vicinity of Prairie Farm Rehabilitation Administration groups. **Purpose:** The survey provides baseline data for future evaluations and the subsequent progression of soil conservation activities. This information is used to evaluate the level of satisfaction of farmers who received services under the Soil Conservation Program and the program's effectiveness, according to farmers, in sustaining soil resources. The results will be used to evaluate the existing programs and to develop future programs. **Consistent Uses:** Personal data will be cross-referenced with responses from the survey in order to assess the relative needs of certain target groups. The evaluation of the needs assessment may be used in revising existing programs as well as in the development of future programs. **Retention and Disposal Standards:** Records are retained for five years. **PAC Number:** Under review. **Related to PR#:** AAFC PFA 560 **TBS Registration:** 002583 **Bank Number:** AAFC PPU 350



## Research Branch

### Applications for Employment

**Description:** This bank contains information on individuals who have submitted written applications for employment as a research scientist, veterinarian agricultural officer or primary products inspector with Agriculture and Agri-Food Canada. The files contain letters, completed application forms, résumés, letters of reference, letters from Agriculture and Agri-Food Canada acknowledging receipt of applications. **Class of Individuals:** The bank contains personal information concerning individuals who are interested in securing employment with the Department of Agriculture and Agri-Food and who meet the basic requirements for the above-mentioned positions. **Purpose:** These records are used for referral when vacancies arise. **Consistent Uses:** To maintain current inventories within the Department. **Retention and Disposal Standards:** The information is updated regularly at the request of the applicant. The research Branch manages the inventory of applicants for research scientist positions, and the Food Production and Inspection Branch manages the inventories for veterinarian, agricultural officer and primary products inspector positions. Records are maintained on an active basis for varying periods according to the specific inventory, and they can be reactivated at the request of the applicant. **PAC Number:** 98/005 **Related to PR#:** AAFC HRB 860 **TBS Registration:** 002703 **Bank Number:** AAFC PPU 360

### Inventory of Canadian Agri-Food Research

**Description:** This bank contains information on agricultural food, human nutrition, and Aquaculture and related biotechnology research projects under way in Canada. This includes research by federal and provincial governments, colleges, universities, corporations and private organizations. **Class of Individuals:** All persons conducting agricultural and food research. **Purpose:** To provide a current and retrospective inventory on research in agriculture and food and to produce a summary publication of person-year effort in agricultural research. **Consistent Uses:** The inventory is used to manage and allocate resources and to answer queries on agri-food research. **Retention and Disposal Standards:** These files are retained indefinitely. **PAC Number:** Under review. **Related to PR#:** AAFC RBR 195, 200, 210, 215, 220, 225, 230, 240 **TBS Registration:** 000895 **Bank Number:** AAFC PPU 130

### Visiting Fellowship Applications and Records

**Description:** This bank contains applications by and records about individuals seeking visiting fellowships in the department. It includes personal information about the applicants and details about their education and experience. **Class of Individuals:** Individuals who received their doctoral degrees in the natural sciences

or engineering no earlier than five years prior to the application deadline, or who expect to complete their doctoral degrees no later than 14 months following the application deadline. **Purpose:** The information is used to assess and rank the applicants' qualifications against identified fellowship needs within the department.

**Consistent Uses:** The information is used to select the best qualified persons for fellowships within the department. **Retention and Disposal Standards:** Unsuccessful files are retained for two years. Successful files are retained for five years. **Note:** The information is collected and distributed by the Natural Sciences and Engineering Research Council which administers this program on behalf of participating departments. **PAC Number:** Under review. **Related to PR#:** AAFC RBR 195, 200, 210, 215, 220, 225, 230, 240 **TBS Registration:** 002288 **Bank Number:** AAFC PPU 137

## Rural Secretariat

### Rural Dialogue

**Description:** The Rural Dialogue is an ongoing discussion between the federal government and rural and remote citizens in order to better understand local and regional issues and to identify the appropriate role for the federal government in addressing key rural and remote issues. A database has been developed to track names and addresses of rural and remote citizens and representatives from rural organizations across Canada who have participated in the Dialogue to date. This database also includes representatives from federal and provincial governments who have participated in the Dialogue as observers. **Class of Individuals:** Rural and remote citizens and rural organizations across Canada; federal, provincial and municipal government representatives. **Purpose:** Names and addresses were collected for the purpose of distributing material published by the Rural Secretariat and other federal government departments and agencies to keep Rural Dialogue participants informed of the Government of Canada's actions vis-à-vis rural and remote Canada. **Retention and Disposal Standards:** Individual records will be kept in the inactive archives for one year after a request for deletion from the system has been received. **Related to PR#:** AAFC RRS 302 **TBS Registration:** 005110 **Bank Number:** AAFC PPU 302

### The Rural Times

**Description:** This bank contains 5, 040 names and addresses of: rural and remote citizens across Canada, federal, provincial and municipal departments/offices/field sites, Chambers of Commerce, agencies and organizations, learning institutions, libraries etc. **Class of Individuals:** Rural and remote citizens across Canada, Federal, provincial and municipal departments/offices, Chambers of Commerce, agencies, learning institutions, Community Access Program Sites, libraries. **Purpose:** This information



was collected for the purposes of distributing The Rural Times, a quarterly national newsletter published by the Rural Secretariat for rural and remote residents. **Consistent Uses:** The bank is amended on a daily basis and is used for The Rural Times mailing list. Upon consent, subscribers' names and addresses are shared with Canadian rural partnership. **Retention and Disposal Standards:** Individual records will be kept in the inactive archives for one year after the deletion from the active system upon request. **Related to PR#:** AAFC RRS 301 **TBS Registration:** 005109 **Bank Number:** AAFC PPU 301

## Strategic Policy Branch

### Farm Level Data Services

**Description:** This bank contains demographic information, financial information, (i.e. farm balance sheet, farm income statement, revenue and expense documents, etc.) and detailed information on the production facilities, practices and physical and biological performance characteristics of the farm enterprises. **Class of Individuals:** Grain and Oilseed Farmers, Horticultural Farmers, Hog Farmers and Beef Farmers. **Purpose:** To develop a database of farm level production financial information that will enhance the whole farm and enterprise levels financial and production data in the various provinces.

**Consistent Uses:** The information in this bank will be used to monitor and evaluate the existing and new agricultural programs such as GRIP and NISA as well for policy analysis on other issues such as relating to economic and environmental sustainability questions. **Retention and Disposal Standards:** The information will be kept for a minimum of 20 years. **PAC Number:** Under review. **Related to PR#:** AAFC SPB 369 **TBS Registration:** 003122 **Bank Number:** AAFC PPU 141

### Farm Support and Adjustment Measures II (FSAM II)

**Description:** Information collected under FSAM II will include names, addresses, Canadian Wheat Board permit book numbers, crop insurance contract numbers, telephone numbers, acreage figures, and farm sales and revenue data. **Class of Individuals:** Agricultural producers and other entities who meet eligibility criteria. **Purpose:** This information would be collected to provide financial assistance to eligible applicants in the Prairie and Atlantic provinces. Information may also be used for the purpose of locating individuals in order to collect a debt owing to the Crown. **Consistent Uses:** The Government of Canada may use Canadian Wheat Board records, and/or Crop Insurance, Gross Revenue Insurance Plan, Net Income Stabilization Account, Special Canadian Grains Program, and Prairie Grain Advance Payments Administration records relating to the applicants' farming operations for 1989, 1990 and 1991 to verify the applicants' declarations. These records may also

be used for program evaluation purposes. **Retention and Disposal Standards:** The retention and disposal schedules are currently under review. **PAC Number:** Under review. **Related to PR#:** AAFC SPB 805 **TBS Registration:** 003141 **Bank Number:** AAFC PPU 184

### National Talent Bank of Farm and Rural Women

**Description:** Talent bank will be made up of names, addresses and phone contact numbers as well as personal profiles (c.v's) of candidates qualified to serve on federal agencies, boards and commissions. **Class of Individuals:** Farm and rural women from the private sector in Canada. **Purpose:** The Farm Women's Talent Bank is used by the AAFC Minister and Deputy Minister when considering appointments to voluntary or paid positions on federal agencies, boards, commissions and consultation committees. The Bank supports the department's efforts to increase representation of women in agricultural decision and policy making. Secondly, it broadens the department's access to grassroots farm women in consultations on key policy and program issues. **Consistent Uses:** As vacancies occur on AAFC agencies, boards and commissions, also when new committees/task forces are established. Ongoing. Access to and maintenance of the talent bank will be restricted to the offices of the Minister, Deputy Minister and the Farm women's Bureau. The Bureau will also monitor the consistent usage of the talent bank and produce quarterly or annual statistical reports for the Departmental's use. **Retention and Disposal Standards:** Talent bank records will be updated annually and retained for departmental 2 year standard unless specifically notified to the contrary by the Minister's or Deputy Minister's office. **PAC Number:** Under review. **Related to PR#:** AAFC SPB 500 **TBS Registration:** 004006 **Bank Number:** AAFC PPU 185

### Resource and Environmental Programs

**Description:** This bank contains information on clients' names, addresses, description of projects and level of assistance requested from Agriculture and Agri-Food Canada. Some files may contain farm data on the number of hectares in production, type of crops and manure handling facilities. The goals of these agreements are to define and implement the activities, programs, coordination processes, and levels of human, technical, and financial resource commitments by the federal and provincial governments to soil conservation. The overall purpose of these activities is the development and adoption of the most appropriate technology in soil resource management and use that is within practical economic limits and is compatible with the soil's capability, in order to sustain the long term productivity of the land. **Class of Individuals:** Dependent on the agreement, it may include individuals, groups of farmers, legally incorporated special interest groups, farm and agri-food organizations, conservation districts, universities, colleges, cooperatives, environmental groups, aboriginal groups, other

provincial and municipal governments or agencies of these governments, provincial crown corporations, non-government corporations and financial institutions.

**Purpose:** This information bank is used to determine the eligibility of the applicants, to establish the level of assistance, to carry out the objectives of the federal/provincial agreements on environmental sustainability under the National Soil Conservation Program, Environmental Sustainability Initiative, Land Management Assistance Program and the Green Plan in the following provinces: Newfoundland, Prince Edward Island, Nova Scotia, New Brunswick, Quebec, Ontario and British Columbia, and to make payments to farmers, farm organizations, consultant firms and research institutions. **Consistent Uses:** This bank is used to record payments received by farmers, farm organizations, consultant firms and research institutions. Information may also be used to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. **Retention and Disposal Standards:** Files are retained for 3-6 years. **PAC Number:** 2001/00 **Related to PR#:** AAFC SPB 346 **TBS Registration:** 002933 **Bank Number:** AAFC PPU 246

### **Risk Management & Safety Net Program – Survey**

**Description:** This bank contains the results of a national survey on risk management and safety net programs. The survey examined risk concerns, producers' use of government programs and private risk management tools, and producers' farm financial situation. **Class of Individuals:** Interviews were completed with 2, 400 producers in November and December 1999 whose main farm enterprise was field crops, beef cattle, hogs, or horticulture. **Purpose:** The survey was conducted to examine the use of safety net programs and private risk management tools to help manage price and production risks, and to assess the impact of these tools on farm financial situations. **Consistent Uses:** Data will be used to assess safety net programs and the Net Income Stabilization Account. **Retention and Disposal Standards:** This data will be kept for seven years after the completion of the survey (December 1999). **Related to PR#:** AAFC SPB 485 **TBS Registration:** 005111 **Bank Number:** AAFC PPU 306

## **Classes of Personal Information**

### **General Correspondence and Enquiries**

Personal information in this class relates to routine correspondence concerning the regulatory and licensing activities associated with meat inspection, pesticides, feeds and fertilizers, veterinary biologics and the humane transportation of animals. It also relates to general enquiries concerning agricultural

research, market intelligence, food advisory information and financial assistance to marketing boards and co-operatives. The personal information contained in this class normally includes the name and address of the enquirer, but is neither arranged nor retrievable by personal identifiers. This form of personal information exists in a fragmented form throughout the subject files controlled by the Department and is normally retrievable only if specifics are provided concerning the subject and the date of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

### **Ministerial Correspondence**

This class of information contains correspondence received by the Departmental Secretariat from external organizations and individuals in the form of requests for information, complaints, opinions and other similar submissions related to a broad range of policy issues pertaining to Agriculture and Agri-Food Canada's activities, wherein some unsolicited personal information has been provided by the correspondent. This form of information would be retrievable only if specifics of name, date of communication and subject were to be provided; it is not arranged or retrievable by personal identifiers. The retention periods of these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

### **Other Programs and Agreements**

This class reflects other programs and agreements not specifically covered under the other classes. These other programs and agreements are aimed at resolving specific problems of a limited nature or in specifically defined areas of the country. For example, Federal-Provincial Agreements such as those under the Agricultural and Rural Development Act (ARDA) are concerned with rural problems of unemployment and social disadvantages. Special ARDA agreements have been used as a vehicle to improve the economic circumstances of native people by providing financial and other assistance to create job opportunities. Personal information may be stored in administering programs falling within this class. This information may include financial, employment, demographic and educational data on individuals. Such data, however, would be stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided concerning the name of the program concerned and the name of the specific project.

## Manuals

- Administration Guidelines, Advance Payments Program, Agricultural Marketing Programs Act
- Administration Guidelines, Price Pooling Program, Agricultural Marketing Programs Act
- Agri-Food Safety Emergency Manual of Procedures
- Agri-Food Trade 2000 Procedures Manual
- Agriculture and Agri-Food Canada Forms Catalogue
- Canadian Adaptation and Rural Development (CARD) Management Guide
- Departmental Security Manual
- Departmental Specialty Store Catalogue
- Drafting Standards Manual
- Enterprise Training Manual
- Farm Consultation Service Manual
- Farm Debt Review Board Implementation Manual
- Farm Dept Mediation Service Manual
- Farm Improvement and Marketing Co-operatives Loans Administration Manual
- Financial Management Manual – Policies and Procedures
- Food & Agriculture Emergency Response System (FAERS) Manual
- Guidelines and Procedures, Crop Insurance Act
- Human Resources Management Manual
- Information Handbook – *Listeria monocytogenes*
- Inspection and Trade Memoranda
- Inventory of Canadian Agri-Food Research Instructions Kit
- Manual for Describing Soils in the Field
- Manual of Administrative Policy and Procedures
- Operational Manual (Race Track Supervision)
- Pari Mutuel Betting Supervision Regulations
- PFRA Policy and Procedure Manual
- PFRA Survey Manual
- Precipitation and Evaporation Tables (1911-1981)
- Race Track Officer Training Manual
- Records Management Manual
- Reference Listing of Accepted Materials and Equipment
- Safety Manual
- Saturn Training Manuals
- Small Dam Design and Construction Manual

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to:

Public Information Requests Services  
Corporate Management Branch  
Agriculture and Agri-Food Canada  
Sir John Carling Building  
930 Carling Avenue  
Ottawa, Ontario  
K1A 0C5

Tel.: (613) 759-1000

## Reading Room

The library of this institution has been designated as a public reading room in accordance with Access to Information Act.

Canadian Agriculture Library  
Reference Services, Room 169  
Sir John Carling Building  
930 Carling Avenue  
Ottawa, Ontario  
K1A 0C5

Tel.: (613) 759-7068



# Atlantic Canada Opportunities Agency

## Chapter 2

### General Information

#### Background

The Atlantic Canada Opportunities Agency (ACOA) was established in 1987 by an Act of Parliament as a federal government organization.

ACOA operates within the Industry Portfolio, which includes 15 departments and agencies that report to Parliament through the Minister of Industry.

#### Responsibilities

ACOA exists to support and promote new opportunities in the Atlantic provinces – to, in effect work in partnership with the people of the region toward long-term, sustainable economic development; to enhance the growth of earned incomes and good, new jobs.

To fulfill its mandate, ACOA pursues two distinct goals:

- to ensure that a wide variety of business development tools and resources serve the diverse needs of the region's emerging and existing entrepreneurs; and,
- to ensure that all economic development programs and activities in Atlantic Canada are coordinated and designed to improve the climate for business growth generally.

#### Priorities

ACOA approaches its work in Atlantic Canada in a highly strategic manner, focusing on the creation and growth of small- and medium-sized businesses, on overcoming barriers to growth, and on fostering a development environment in the region as well as on areas of special opportunities.

ACOA categorizes its priorities as follows:

- Policy, Advocacy and Coordination
- Innovation
- Trade, Tourism and Investment
- Entrepreneur and Business Skills Development
- Community Economic Development
- Access to Capital and Information

#### Our Programs and Services

To meet its objectives in each of its key strategic development areas, ACOA administers, or is involved in, several programs.

#### Business Development Program

This program provides financial assistance to small and medium-sized businesses wishing to establish themselves, or expand and modernize their operations. Loans are interest free and unsecured, and are provided especially for those projects considered to be critical to competitiveness, but are often considered to be too risky for conventional lenders.

#### Bilateral Economic Development Agreements

These are comprehensive, federal-provincial, cost-shared agreements involving strategic investments designed to benefit an industry, a sector, a community, and/or a province.

#### Pan-Atlantic Economic Development Agreements

These are comprehensive, multi-sectoral initiatives designed to strengthen and support economically significant activities, such as trade, tourism and entrepreneurship.

#### Canada Business Service Centres

These are administered by ACOA as a network established to provide business-related services and information products to small and medium sized enterprises and entrepreneurs in the region. Access is typically provided through a 1-800 telephone service, internet connection, fax, and walk-in services.

#### Community Business Development Corporations

ACOA supports these autonomous, not-for-profit corporations which serve most rural areas of the region. They work to assist in the creation of small businesses, and in the expansion, modernization and stabilization of existing businesses. They help entrepreneurs gain access to the information, advice and capital they need to succeed.

#### Adjustment Programs

These programs provide assistance to communities in the development of alternate forms of employment where traditional industries – particularly the Atlantic groundfishery – have suffered a downturn. Other recent examples of adjustment activities include: Base closure activities, and Borden-Cape Tormentine redevelopment programs, program-related business of the organization.

## Legislation

- Canada Small Business Financing Act, R.S. 1998
- Government Organization Act, Atlantic Canada, R.S.C., 1987
- Regional Development Incentives Act, R.S. 1970
- Small Business Loans Act, R.S.C., 1985
- Special Areas Act, R.S. 1985

## Organization

Organization Structure: ACOA's Head Office is in Moncton, New Brunswick. It is comprised of the President's office, Policy and Programs, Finance and Corporate Services, Legal Services and Human Resources.

In each capital of the Atlantic provinces, regional Vice-Presidents are responsible for the delivery of ACOA programs. In Sydney, Nova Scotia, the Vice-President of Enterprise Cape Breton Corporation is responsible for delivering ACOA programs in Cape Breton. Each Vice-President is equipped with delegated authorities from the Minister to approve most projects and proposals.

Through its Ottawa office, which reports to the Vice-President responsible for Policy and Programs, ACOA advocates on behalf of Atlantic Canadians in the development of national policies and programs, as well as assisting the region's entrepreneurs in the procurement of federal government contracts.

ACOA legislation provides for an ACOA Advisory Board. The Board members represent all areas of Atlantic Canada. The president of ACOA is Chairperson.

The President of ACOA is also CEO & Chairman of the Board of Directors of Enterprise Cape Breton Corporation (ECBC). ECBC is a Crown Corporation established by legislation to promote and assist the financing and the development of industry on Cape Breton Island in order to provide employment outside the coal-producing industry and to broaden the base of the economy in Cape Breton Island.

### Activity Structure

ACOA's program is divided into two main activities or business lines: Development and Corporate Administration. The majority of ACOA's efforts towards the attainment of its objectives are accounted for under Development. The Corporate Administration business line isolates the administrative functions of the Agency from the direct program-related business of the organization.

Development: Support and promote opportunities for economic development in Atlantic Canada, with particular emphasis on small- and medium-sized

enterprises (SMEs), through planning, research analysis policy, program and project development and implementation and through advocating the interests of Atlantic Canada in national economic policy, program and project development and implementation.

Corporate Administration: Ensure that ACOA's resources are efficiently and effectively managed and that administrative systems and services are in place to enhance management decision making, managerial accountability and operational control.

## Information Holdings

### Program Records

#### Access to Information and Privacy

**Description:** Records relating to the administration of the access to information and privacy legislation, information collection and public opinion research, information management practices and inventories of information holdings. **Topics:** Policy, procedures, reports, studies, audits, legal advice, training, surveys, personal information banks and classes, disclosures to investigative bodies, Info Source, delegation of authority, consultations, requests, complaints and correspondence. **Access:** Information is filed by subject. Individual requests are filed by name and sequential number by fiscal year. **Storage Medium:** Paper file and EDP system. **Program Record Number:** ACO PPU 320

#### ACOA – General

**Description:** Includes general correspondence, reports, policies, relating to ACOA. For example, general information on the Agency, who is responsible for what at ACOA, reviews by the Federal Government on ACOA's programs, delegated program authorities, and information on the creation of the Agency and its initiatives. **Topics:** Policy, General, Delegated Program Authorities, Interim Authorities, ACOA Initiatives, Creation of ACOA, Savoie/Transition to Maturity, DRIE/ACOA Transition, ACOA Program Review, ACOA Act and Legislation (Bill C-103, Hearings Bill C-103), Increased Ministerial Authority & Accountability. **Program Record Number:** ACO GEN 001

#### ACOA Action Program

**Description:** Includes correspondence, policies, evaluations, individual projects relating to the Action Program which was developed to provide direct financial assistance to small- and medium-sized businesses to increase competitiveness, expand sales, introduce new products or develop new businesses in selected industrial sectors. Eligible sectors included: aquaculture, business service industries (including

services to primary sectors), commercial research and development facilities, manufacturing and processing, mining and tourism. Assistance was made available for seven main areas of activity: innovation, business studies, capital investment, procurement, marketing development, human resource development and business support. **Topics:** Policy, General, Action Program Review/Statistical, Payment Procedures Directives, Repayable Contributions, Project Processing Time, Recoveries, Benefits Monitoring, Regulations, Eligibility of Projects, Project Summary Forms, Human Resource Development Element, Evaluation, Stacking of Assistance, Individual Projects by province, Source Development Fund, Study Element, Innovation Element, Market Promotion Element, Business Support Element, Action Loan Program. **Program Record Number:** ACO PRO 012

### ACOA Committees/Meetings/Conferences

**Description:** Includes correspondence on the establishment, organization, functions, agendas, minutes, reports, and other records of committees, meetings, conferences and working groups which are specific to ACOA or are represented by ACOA. **Topics:** Policy, General, ACOA Boards, ACOA Advisory Board Meetings, Communications Committee, Policy Committee, Project Review Committee, ACOA Working Groups, ACOA Advisory Board Entrepreneurship Committee, ACOA Advisory Board Transition to Maturity Committee, Atlantic Enterprise Board, Enterprise Cape Breton Board, Executive Committee, Regional Operations & Policy Sub-Committee, Ministerial Executive Committee, Standing Committee on Industry, ACOA Policy, Corporate Policy, Planning and Programs, Meetings with ACOA President, Small Business Conferences/Info Fairs, Atlantic Vision Conference, Federal/Provincial Harmonization Committee, Federal/Provincial Development Coordinating Committee, Interdepartmental Rural Communications Committee, Sommet de la Francophonie, Review Services Committee, Small Business Week, Small Business Financing Policy Working Group, Federal/Provincial Government Officials Responsible for Small Business, Access to Capital Working Group, Expert Panel on Skills Workshop, Account Manager's Workshop, Info Unlimited – Information for Small Business, Atlantic Canada Economic Summit, ACOA Briefings, Atlantic Ministers' Meetings, Atlantic Conference Europe 1992, Annual Premiers' Conference, Cabinet Committees, Cape Breton Joint Expenditure Board, Deputy Ministers's Meetings, DM Committee on Service Delivery Models, DRIE Internal Board, DM Advisory Board, EX-Retreats, Economic Development Board, Federal Communications Council, Forestry Interdepartmental Project Review Committee, First Ministers' Conference, Federal/Provincial Senior Level Meetings, House Committees, Interdepartmental Committee on Program Comparison, Inter-Agency Meetings (WD-CEDQ-ACOA), Ministerial Consultations, Management Committee Meetings/Think

Tank, Meetings with ACOA Minister, Privy Council Meetings, Program Policy Management Committee Meetings, Regional Development Task Force, Regional Executive Directors Meetings, Standing Committee on Economic Regional Development, Task Force on ACOA Regulations. **Program Record Number:** ACO GEN 030

### ACOA Strategic Priorities/Corporate Plan

**Description:** Includes correspondence, reports, relating to the Agency's strategic priorities in various sectors such as entrepreneurship, trade and investment, innovation and technology, human resource development, investment support, procurement, diversification, etc., as identified in the whole business/corporate plan of the Agency. **Topics:** General, Industry Portfolio Strategic Plans, Repositioning ACOA Strategic Planning. **Program Record Number:** ACO GEN 002

### ACOA Program Design

**Description:** Includes correspondence relating to ACOA initiatives that will support economic development in the Atlantic Region. **Topics:** General, Consultations/Coordination, Phase II Consultations, Training and Skills Development, Small Business Consultations. **Program Record Number:** ACO GEN 036

### Advocacy

**Description:** Includes correspondence, reports, information relating to the Agency role in the Atlantic region to represent the interests of Atlantic Canada, and marketing the region's priorities on such issues as trade, transportation, defence and procurement. **Topics:** Policy, General, Stora Forest Industries. **Program Record Number:** ACO PRO 009

### Atlantic Base Closure Adjustment Fund/Program

**Description:** Includes correspondence relating to the establishment and administration of funds of the Base Closure Adjustment Program which assists communities in the Atlantic Canada affected by the closure or education of military installations, to attach new economic activity, diversify the industrial base and generate employment opportunities in the Atlantic Canada. **Topics:** Policy, General, Base Closure Adjustment Fund/Program – New Brunswick-Base Closure Adjustment Fund/Program, Newfoundland-Base Closure Adjustment Fund/Program, Nova Scotia-Cornwallis Park Development Agreement Base Closure Adjustment Fund/Program, Prince Edward Island. **Program Record Number:** ACO PRO 021

### Atlantic Enterprise Program (AEP)

**Description:** Correspondence on the AEP which was developed to promote long-term economic growth in the Atlantic Canada. AEP offered financial assistance to businesses across a wide range of industry sectors and complemented the assistance programs of the Department of Regional Industrial Expansion, such as



the Industrial Regional Development Program, the Small Businesses Loans Act and the federal-provincial sub-agreements. **Topics:** General, New Brunswick, Newfoundland, Nova Scotia, Enterprise Cape Breton, Prince Edward Island, Individual Projects. **Program Record Number:** ACO PRO 015

#### **Atlantic Investment Partnership (AIP)**

**Description:** Includes correspondence, policies, evaluations, reports, meetings, individual projects relating to the initiative which is designed to stimulate stronger economic growth and create good quality jobs. It involves the research community, the private sector, community leaders and the four Atlantic provincial governments. There are major investments in four major areas: Innovation, Community Economic Development, Trade and Investment, Entrepreneurship and Skills Development. **Topics:** Policy, General, Atlantic Innovation Fund (AIF), AIF Board, AIP/AIF Consultations, Strategic Community Investment Fund. **Program Record Number:** ACO PRO 031

#### **Atlantic Policy Research Initiative**

**Description:** Includes correspondence, reports, policies, relating to the Atlantic Policy Research Initiative which was established to support the federal priorities of building policy capacity, to enhance ACOA's capability to coordinate federal economic development activities and to identify economic opportunities and challenges and plan strategic approaches to address them, and to support policy research projects in the Atlantic region. This initiative is a continuation/amendment of the Pan-Atlantic Economic Coordination and Research Initiative. **Topics:** General, Proposals, Evaluations. **Program Record Number:** ACO PRO 38

#### **Business Development Program – General**

**Description:** Includes correspondence, reports, policies, regulations, Evaluation as well as individual projects, relating to ACOA's new Business Development Program which is designed to help set up, expand or modernize small- and medium-sized enterprises. **Topics:** Policy, General, Payments, Evaluation and Individual Projects by province (NB, NS, Nfld, PEI and Cape Breton). **Program Record Number:** ACO PRO 028

#### **Business Management Practices**

**Description:** Includes correspondence, policies, reports, relating to the Business Management Practices initiative which was established to build a broadly-based partnership to make the most efficient use of business management practices, and increase awareness of the benefits accruing from quality management which are essential to any company's success. **Topics:** Policy, General, Human Resource Development. **Program Record Number:** ACO PRO 014

#### **Canada Business Service Centres**

**Description:** Includes all correspondence, reports, committees, business plans, budget information, business plans, etc. relating to the establishment, implementation and the management of this initiative which is to provide information and assistance to the public as a "One Stop Shop" on various programs and services offered by federal, provincial and municipal partners, as well as private partners. **Topics:** Policy, General, New Brunswick, Newfoundland, Nova Scotia, Sydney, Prince Edward Island, Operations Management Committee, Atlantic Managers Committee, Managing Partners Committee, Information Management Committee/ Technology Sub-Committee, Information Specialist Committee, Atlantic CBSC Communications Team, Canadian Technology Network, Business Plans/Regionalization Plans, Budgets, Evaluations, Information Management Products (BIS/FaxBack, Internet) Staffing, Communications Issues, Reports, Auditor General Reports. **Program Record Number:** ACO PRO 007

#### **Canada Infrastructure Program**

**Description:** Includes correspondence, agreements, reports, projects, relating to the Canada Infrastructure Program which was established to renew municipal infrastructure, improve the environment and enhance Canada's competitiveness while accelerating economic recovery through job creation. **Topics:** Policy, General, New Brunswick Infrastructure Agreement, Newfoundland Infrastructure Agreement, Nova Scotia Infrastructure Agreement, Prince Edward Island Infrastructure Agreement, Office of the Auditor General – Audit. **Program Record Number:** ACO PRO 013

#### **Canadian Fisheries Adjustment & Restructuring Initiative (CFAR)**

**Description:** Includes correspondence, reports, etc. relating to the establishment and administration of funds to the Canadian Fishery Adjustment and Restructuring Initiative (CFAR) which is part of a series of measures to assist individuals and coastal communities in Atlantic Canada to deal with the permanent downsizing of the Atlantic groundfishery. ACOA is involved in the delivery of the economic development component of the post-TAGS. **Topics:** Policy, General, Nfld. Individual Projects, NS Individual Projects. **Program Record Number:** ACO PRO 032

#### **Communications Services**

**Description:** Includes correspondence, policies, reports on the communications function of the Agency which is to establish a profile and understanding of ACOA among the general public and target audiences and to increase awareness of ACOA's role as a policy leader in Atlantic Canada. This is accomplished through the Agency's general administration of public affairs, marketing and media relations (news releases, clippings, slides, videos, photographs, advertising,

press conferences, public opinion surveys, success stories, newsletters, brochures, speeches and communications meetings). **Topics:** Policy, General, Communications Planning, Media Relations, Biographies, News Releases, Project Announcements/Tracking Calendar, Press Clippings, Interviews, Briefing Materials/ Sessions, Public Opinion Surveys, Press Conferences, Success Stories, Situation Analyses and Atlantic Reports, Slides/Videos, Advertising, Newsletter/Bulletins/Brochures, Speeches, Communications Meetings/ Committees, Canada Information Office. **Program Record Number:** ACO GEN 037

### **Community Development Fund**

**Description:** Includes correspondence on the Community Development Fund which is a program established to assist communities affected by the closure of fish plants in Newfoundland. **Topics:** General. **Program Record Number:** ACO PRO 023

### **Community Diversification Fund (Newfoundland Office)**

**Description:** Includes correspondence on the Community Diversification Fund which is a program established to assist communities affected by the closure of CN Railway in Newfoundland. **Topics:** General, Bishop's Falls Community Diversification Fund. **Program Record Number:** ACO PRO 022

### **Community Futures Program – General**

**Description:** Includes correspondence and projects under the Community Futures Program which is to create linkages between community development organizations to achieve a more effective approach to business and economic development in local areas and improve service to small business while reducing overlap and costs and contribute to job growth.

**Topics:** Policy, General and Individual Projects.

**Program Record Number:** ACO PRO 029

### **Consulting Advisory Service**

**Description:** Includes policy, procedures, guidelines, correspondence and client project files relating to the Consulting Advisory Service. This service is administered by the Business Development Bank of Canada (BDC) to provide, at ACOA's request and expense, contract services and administrative support in a limited number of cases where clients' needs cannot be met by consultants from the existing standing offer. **Topics:** Policy, General, ACOA Contracts. **Program Record Number:** ACO PRO 005

### **Cooperation and Liaison (General/Federal/ Provincial/ International/Universities)**

**Description:** Includes correspondence and material of a specific nature between ACOA and organizations, federal institutions, provincial governments, international

organizations and universities. **Topics:** General, Atlantic Provinces Chamber of Commerce, Atlantic Provinces Economic Council, Atlantic Canada Chinese Business Council, Atlantic Provinces Education Foundation, Atlantic Canada Plus, Agriculture Canada, Acadia University, Amherst (University of) Massachusetts, Atlantic Provinces Council on Science, Atlantic Independent Film Video, Business Development Bank of Canada, Bank of Canada, Council of Maritime Premiers, Canadian Federation of Independent Business, College of Cape Breton (University) Canada Economic Development – Quebec Region, Canadian Bankers Association, Conference Board of Canada, Canadian Association of fish Exporters, Canadian Manufacturers Association, Conseil Économique du N-B, Cooperatives, Canadian Labour Market & Productivity Centre, Chambers of Commerce, Canada Unity/Constitution, Communications Department, Consumer and Corporate Affairs, Citizenship and Immigration Canada, Canadian Mortgage & Housing Corporation, Canadian Learning Material Centre, Canadian Opportunities Investment Network, Dalhousie University, DRIE/Industry, Science Canada, Enterprise Cape Breton Corporation, Economic Council of Canada, Employment & Immigration HR & Labour, Energy, Mines & Resources, External Affairs Speeches, Federal Regional Councils, Federal/Provincial Relations Office, Fisheries & Oceans, Human Resource Development Canada, Literacy Strategy, Youth Enterprise Centres, Human Rights Commission, Henson College, Indian and Northern Affairs Canada, Industry Canada, Justice (Department of), Labour Canada, Moncton (Université de) Municipalities, Mount Allison University, Mount Saint Vincent University, Memorial University, Mokami Project Group, Province of New Brunswick, Province of Nova Scotia, Province of Newfoundland, Enterprise Nfld & Labrador Corp., New Brunswick (University of) National Defence, Natural Resources Canada, Organization for Economic Co-operation and Development, Privy Council Office, Province of Prince Edward Island, Public Policy Forum, Provincial Organizations, Revenue Canada, Research and Productivity Council, Statistics Canada, Saint FX University, Saint Mary's University, Treasury Board of Canada, Transport Canada, Universities – General, Western Economic Diversification. **Program Record Number:** ACO GEN 031

### **Cooperation Program/Agreements (Including ERDA's)**

**Description:** Includes correspondence, reports, meetings, evaluations, federal/provincial framework, individual projects and individual federal/provincial agreements relating to the COOPERATION Program. This program was designed to create partnerships with the provinces and the private sector to assist in developing a variety of sectors of the Atlantic economy. **Topics:** Policy, General, Economic and Regional Development Agreement (ERDA) Meetings,



COOPERATION Program Task Force Meetings, COOPERATION Program Advisory Committee Meetings, Atlantic ERDA, COOPERATION Program Communications, Atlantic Livestock Feed Initiatives (ALFI), COOPERATION Program Evaluation, Federal/Provincial Framework. New Brunswick: COOPERATION Program (individual projects listed in numerical order), the following agreements: Industrial Innovation and Technology, Industrial Development, Forest Renewal, Mineral Development, Fisheries Development, Tourism Development, Flood Damage Reduction, Economic Diversification, Agri-Food Development, Science and Technology, Transportation, Special Response, Cultural Development, Agreement on Urban Economic Development, Entrepreneurship and Human Resource Development, Travel Generators, Planning, Economic Development, Recreational Fisheries Development, Economic Development, Regional Economic Development. Newfoundland: COOPERATION Program (individual projects listed in numerical order), the following agreements: Agri-Food, Burin Peninsula Development Fund, Fisheries, Flood Damage Reduction Program, Forestry, Mineral Development, Ocean Industry Development, Rural Development, Science and Technology, Tourism Development, Industrial Development, Comprehensive Labrador Subsidiary Agreement, Transportation, Enterprise Network, Urban Infrastructure, Environmental Improvement, Development Planning, Cultural Industries, Human Resource Development, Salmonid Enhancement/ Conservation, Strategic Investment Industrial Development, Fishing Industry Development, Newfoundland Strategic Regional Diversification, Canada/Newfoundland Economic Renewal Initiative, Comprehensive Development Agreement. Nova Scotia: COOPERATION Program (individual projects listed in numerical order), the following agreements: Agri-Food, Halifax Metro Sub-Agreements, Forestry, Strait of Canso, Tourism, Advanced Manufacturing Support, Technology Transfer and Industrial, Fisheries, Mineral Development, Industrial Development Opportunities, Sustainable Economic Development, Highway Improvement, Cultural Development, Economic Policy and Planning, Technology Development, Community Economic Development, Nova Scotia People Skills, Municipal Infrastructure, Economic Diversification, Recreational Fisheries Agreement. Prince Edward Island: COOPERATION Program (individual projects listed in numerical order), the following agreements: Agri-Food, Cultural Industries, Energy, Forestry, Industrial Development, Tourism, Transportation, Market Development, Strategic Technology Development, Sustainable Economic Development, Urban Economic Development, Human Resource Development, Primary Resource Development, Planning Agreement, Regional Economic Development Agreement, Rural Economic Development Agreement. Pan-Atlantic: COOPERATION Agreements: Pan-Atlantic Aboriginal Partnership Agreement, Atlantic Agri-Products Competitiveness Initiative. **Program Record Number:** ACO PRO 016

## Coordination

**Description:** Includes correspondence, reports, information relating to the Agency's role in the Atlantic Canada to increase the effectiveness of all federally sponsored economic activities by coordinating these interests among federal, provincial and private-sector partners. **Topics:** Policy, General, Official Languages Act, Canada-France COOPERATION Agreement Initiative. **Program Record Number:** ACO PRO 010

## Entrepreneurship Program

**Description:** Correspondence, reports, policies, forums, conferences, awards, publications, evaluations, relating to ACOA's initiative to promote entrepreneurship and small business development for the economic, social and cultural development of our country in partnership with private sector, provincial and territorial governments and the academic community. **Topics:** Policy, Entrepreneurship Reports, Task Force, Pan-Atlantic Entrepreneurship Development Program, Entrepreneurship Proposals, Entrepreneurship Development Initiative (EDI), Young Entrepreneurs, Young Entrepreneurs (1-800 Number), Caucus Task Force on Young Entrepreneurs, Entrepreneurship Forums/Conferences/ Showcases, Atlantic Colleges Committee for Entrepreneur Economic Development (ACCED), Entrepreneurship Education Management Committee, Entrepreneurship Business Awards, Publications (including State Of Small Business), The Leading Edge, Women and Entrepreneurship, Association of Atlantic Women Business Owners (AAWBO) Board of Directors, Shad Valley Program, Entrepreneurship Evaluation, Small Business Counselling. **Program Record Number:** ACO PRO 006

## Federal Regional Councils (Secretariat)

**Description:** Includes correspondence, reports, etc, between ACOA and Federal Regional Councils which are composed of senior federal officials in each of the Atlantic provinces to coordinate and advocate federal initiatives in Atlantic Canada. These networks bring to the Portfolio, and the government as a whole, a special understanding of the Atlantic economy and the challenges and opportunities facing the region's business community. **Topics:** Policy, General. **Program Record Number:** ACO GEN 35

## Federal/Provincial Infrastructure Program Extension – New Brunswick (Phase 2 and 3)

**Description:** Includes correspondence, agreements, reports, projects relating to the Extension of the Canada Infrastructure Program which was established to renew municipal infrastructure, improve the environment and enhance Canada's competitiveness while accelerating economic recovery through job creation. **Topics:** General, Selection of Consultants, Reports, Submissions, Finance, Communications, Audit and Evaluation, Claims, Projects. **Program Record Number:** ACO PRO 033



### Fisheries Alternative Program

**Description:** Includes correspondence, individual projects, and evaluation of the Fisheries Alternative Program (FAP). This program covers the Federal Response and financial assistance given to Communities after termination or disruption in their major economic circumstances as a result of the downturn in the Atlantic fishing industry. **Topics:** Policy, General, Meetings/Conference Calls, Community Economic Development Program/FAP, Fisheries Alternative Program Evaluation, Individual Projects. **Program Record Number:** ACO PRO 020

### Fixed Link Redevelopment Initiative

**Description:** Includes correspondence, reports, and projects relating to the Tripartite Agreement between Canada and the provinces of Prince Edward Island and New Brunswick. Funds provided by the Government of Canada are for the redevelopment of Borden, Prince Edward Island, and Cape Tormentine, New Brunswick, to offset adverse effects of termination of ferry service between Borden and Cape Tormentine. **Topics:** Policy, General, Cape Borden Redevelopment Program (Prince Edward Island Projects), Cape Tormentine Area Redevelopment Program (New Brunswick Projects). **Program Record Number:** ACO PRO 019

### Government Procurement

**Description:** Correspondence, committees, meetings, programs on ACOA's procurement strategy to increase long term economic activity in Atlantic Canada and to help successful companies leverage federal contracts into non-government markets. **Topics:** Policy, General, Atlantic Opportunities Program (AOP), Annual Strategic Acquisition Plan (ASAP), Canadian Annual Procurement Strategy (CAPS), Atlantic Canada Supplier Development Program (ACSDP), Supplier Development Operations Committee, Access Small Business, Canadian Automated Air Traffic Control System Procurement (CAATS), Defence Procurement, Canadian Submarine Acquisition Project (CASAP), Armoured Vehicles, Canadian Patrol Frigates, Canadian Forces Supply System Upgrade (CFSSU), Tactical Command, Control and Communication System (TCCCS), Free Trade Agreement Procurement Provisions, Procurement Review Committee (PRC), Procurement Meetings, Studies on Procurement, Science and Technology Procurement Network, Western Supplier Development Program (WSDP). **Program Record Number:** ACO PRO 018

### Industrial Regional Development Program

**Description:** Includes correspondence and individual projects relating to the Industrial Regional Development Program (IRDP) established to promote regional industrial development through the support of private sector initiatives. The program provides financial assistance to business and non-profit organizations

through contributions or repayable contributions.

**Topics:** General, Individual Projects. **Program**

**Record Number:** ACO PRO 017

### Industries – General

**Description:** Information dealing with all industry sectors within the Atlantic provinces which have been transferred to ACOA and with which ACOA has dealings. These sectors include: agriculture, defence, energy, environment, fisheries, forestry, manufacturing, mining, science and technology, health, geomatics, shipbuilding, tourism, trade and transportation. Three areas which stand out as major priorities for ACOA are Innovation and Technology, Tourism and Trade. **Topics:** General. **Program Record Number:** ACO IND 024

### Innovation and Technology

**Description:** Includes correspondence on Innovation and Technology, a priority for ACOA to enhance small- and medium-sized enterprise productivity and competitiveness by improving access to innovation and technology through programs designed to increase diffusion of best practice technology, foster the development and commercialization of technology-based tradeable goods and services, and develop regionally-strategic sectors. **Topics:** Policy, General, Space Program/Space Station, Networks of Centres of Excellence, Geomatics Industry, Communication and Information Technology, E-Commerce, E-Commerce Working Group, Meetings/Conferences, Science and Technology Committee for the Industry Portfolio, Atlantic Canada Technology Forum, Innovation and Technology Working Group, Technology Sessions/Breakfasts, ADM Committee on Science & Technology, Innovation Roundtable (2001), Canada-Israel Industrial Research and Development Foundation, National Research Council of Canada, Commercialization of Research, Technology Partnerships Canada, Evaluation of Innovation Priorities, Canadian Foundation for Innovation, Innovation White Paper. **Program Record Number:** ACO IND 025

### Pan-Atlantic Coordination and Research Initiative

**Description:** Includes correspondence, reports, policies, etc relating to the Pan-Atlantic Coordination Research Initiative which was established to build upon the interest shown by the Atlantic provinces in the promotion of economic growth through greater economic cooperation and integration and to enhance the capability of ACOA to coordinate federal economic development activities/opportunities in the Atlantic region. **Topics:** General, Proposals, Evaluations. **Program Record Number:** ACO PRO 39

### Policy, Research and Development

**Description:** Includes correspondence, reports, studies, research, development policies, liaison with other federal/provincial departments, relating to the

regional economy. **Topics:** Policy, General, Atlantic Economic Development, Aboriginal Economic Development Strategy/Native Assistance, Micro Economic Action Plan, Studies General, ACOA Client Survey, Economic Study-Atlantic Region, Resource Guide – Case Studies, Informal Venture Capital in Atlantic Canada Study, Study of Financial Intermediary Market in Atlantic Canada, Research Study – Design & Delivery of on-line Enterprise Education, Enterprise Web Site Evaluation, Policy Network, Policy Research Initiative, Skills Development in the Knowledge-based Conference, Medium Term Policy Planning Paper on Productivity, Conference/Meeting ACOA Corporate Policy Retreat. **Program Record Number:** ACO GEN 003

### **Programs/Agreements – General**

**Description:** Includes correspondence, reports, and records relating to programs, initiatives, agreements and sub-agreements which ACOA is involved with through funding or support; these may be with other agencies, government departments (federal or provincial), groups or individuals. Also includes correspondence on the Program Evaluation general function of the Agency. **Topics:** Policy, General, Delegated Program Authorities, New Brunswick – Fundy Trail Endowment Fund, Newfoundland – John Cabot Corporation, Nova Scotia – Pictou County Economic Development Fund, Preston and Area Development Fund, Cape Breton – DEVCO-IDD/ECBC Transition, ECB/ECBC Assessment, Proposed ECBC/ACOA Transition, Alexander Graham Bell Historic Site, Venture Capital/Venture Loan Program (Business Development Bank of Canada), Canada Community Investment Fund, ACF Equity Atlantic Inc., Seed Capital Fund, Workers' Investment Fund Inc., PEI Capital Inc. (Island Capital Inc.), Joint Loan Investment Fund, Access to Capital, Heritage Canada/Main Street Program, Immigrant Investors Program, Unsolicited Proposals Program, Program Evaluations, Evaluation/Performance Measurement Committee, Working Group of regional Development Agencies, Policy, Advocacy and Coordination – Evaluation Steering Committee, ACOA Legal Matters, Federal Youth Strategy, Aboriginal Economic Development Strategy, Program Directors Meetings, Internal Review Committee, Rural Economic Renewal Initiative, Receivables Administration, Canada Jobs Fund. **Program Record Number:** ACO PRO 004

### **Programs/Agreements – Reports**

**Description:** Includes all reports (weekly, monthly, as well as annual reports/reports to Parliament) prepared for the Minister, the President and all Vice-Presidents on all ACOA Programs/Agreements. **Topics:** Policy, General, Weekly Reports, (Action Program, Business Development Program (BDP) Monthly Reports, Project Proposal Status Reports, Projects Approved/Accepted/Announced Reports, ACOA Annual Reports/Five-year Report/Reports to Parliament, Quarterly Reports

(Action Program, Fisheries Alternative Program (FAP), Quarterly Reports (Four Atlantic Provinces – Economy), Quarterly Reports (Business Development Centres), COOPERATION Program Reports, COOPERATION Program Expenditures/Projections (Monthly Report), FAP Reports, Quarterly Report (Loan Insurance, Action Loan and Contribution), Inventory of ACOA Programs, Infrastructure Program Reports, Infrastructure Works – Approved Projects Reports, Advocacy and Coordination Activity Reports, Education Public Awareness Program Progress Reports, Quarterly Job Impact Reports, Project Processing Reports (Action, FAP, BDP), Environmental Assessment Activity Reports. **Program Record Number:** ACO PRO 008

### **Small Business Loan Act Program**

**Description:** Includes correspondence relating to the Small Business Loans Act (SBLA) Program to encourage lenders in the private sector to increase, the availability of loans for the purpose of the establishment, expansion, modernization and improvement of small business enterprises. **Topics:** Policy, General, SBLA Program Review. **Program Record Number:** ACO PRO 011

### **Sustainable Development Strategy**

**Description:** Includes correspondence, reports, development, policies relating to aspects of ACOA's two main activities related to Sustainable Development which are: providing programs to inform and fund private sector business and internal operations. **Topics:** Policy, General, Environmental Assessment, Canadian Environmental Assessment Agency Activity Reports, Compliance Monitoring Review, Environment Week. **Program Record Number:** ACO GEN 034

### **Tourism**

**Description:** Includes correspondence, policies, seminars and conferences, agreements, projects relating to Tourism: a priority of ACOA to build the industry into a long-term generator of new jobs by helping industry organizations and private-sector operators become more efficient in their use of resources and by emphasizing a coordinated approach to international marketing, research and training.

**Topics:** Policy, General, Canada/Atlantic COOPERATION Agreements on Tourism Marketing, Coast of Difference, New Brunswick Tourism, Newfoundland Tourism, Nova Scotia Tourism, Cape-Breton Tourism, Prince Edward Island Tourism, International Tourism Marketing Agreement and initiatives, Atlantic Canada Tourism Partnership Management Committee, Marketing Advisory Committee, Tourism Canada, National Heritage Tourism Initiative, Air Transportation (Tourism), Canadian Tourism Commission, Meetings/Conferences, Atlantic Canada Agreement on Tourism Development, Evaluation of Atlantic Canada Agreement on Tourism, Tourism Industry Association of Canada, National Heritage



Tourism Initiative, Air Transportation, Atlantic Tourism Golf, Aboriginal Tourism, Performing Arts, Sustainability of Strathgartney Homes, Birthplace of Canada, Cape Breton Strategy Development, Heritage Attractions, Summer Classical Music Association. **Program Record Number:** ACO IND 026

## Trade

**Description:** Includes correspondence, publications, meetings, missions, trade shows relating to the ACOA trade initiative in the Atlantic Canada to foster a cohesive approach to Atlantic trade development, promote Atlantic exports through incoming missions of foreign trade commissioners; develop a training strategy for the small- and medium-size enterprises (SMEs) and those providing assistance to SMEs. **Topics:** Policy, General, Multilateral Trade Negotiations, Sydport International Trade Zone, General Agreement on Tariffs and Trade (GATT), Pre-Trader Demonstration Project, Trade-in Services, Interprovincial Trade, International Trade, Trade Missions/Trade Shows, Meetings/Committees/Conferences, Investment Promotion, Trade Proposals, Horizons Plus Programs. **Program Record Number:** ACO IND 027

## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

### Accounts and Accounting

### Acts and Legislation

### Administration

### Administration and Management Services

### Audits

### Budgets

### Buildings

### Buildings and Properties

### Classification of Positions

### Co-operation and Liaison

### Employment and Staffing

### Equipment and Supplies

### Finance

### Furniture and Furnishings

### Human Resources

### Occupational Health, Safety and Welfare

### Office Appliances

### Official Languages

### Pensions and Insurance

### Personnel

### Procurement

## Salaries and Wages

## Staff Relations

## Training and Development

## Vehicles

## Personal Information Banks

### Access to Information and Privacy (ATIP) Requests

**Description:** This bank contains the requests submitted by individuals or corporations seeking access to the Agency's records under the Access to Information and the Privacy (ATIP) Act; replies; requests; and information relating to their processing.

**Class of Individuals:** Individuals submitting requests for access to information under the ATIP Acts.

**Purpose:** The information is used to process formal access requests in accordance with the ATIP Acts.

**Consistent Uses:** This bank is also used to report to Treasury Board on access requests received under the ATIP Acts and may be disclosed to the Privacy Commissioner or the Information Commissioner during the investigation of complaints made by requesters.

**Retention and Disposal Standards:** Records are retained for three years after the last administrative action and are then destroyed. **TBS Registration:** 005124 **Bank Number:** ACO PPU 010

### Personal Information Disclosed to Federal Investigative Bodies

**Description:** The bank contains copies of requests for personal information disclosed to authorized federal investigative bodies pursuant to paragraph 8(2)(e) of the Privacy Act. **Class of Individuals:** Individuals who submitted requests for information under the Access to Information or Privacy Acts. **Purpose:** The purpose of this bank is to permit the Privacy Commissioner to review such disclosures. **Consistent Uses:** This bank will allow for the auditing of the procedures utilized for the exchange of personal information with Investigative Bodies under section 8(2)(e) of the Privacy Act.

**Retention and Disposal Standards:** Records are retained for a period of three years after the last administrative action. **TBS Registration:** 005125 **Bank Number:** ACO PPU 011

### Service Contracts

**Description:** This bank contains the service contracts entered into by ACOA offices. **Class of Individuals:** Individuals who apply or are awarded professional service contracts. **Purpose:** The purpose of this bank is to maintain a record of the terms and conditions of service contracts along with the fees and payment schedule for procurement reporting and audit purposes. **Retention and Disposal Standards:** Records are maintained for seven years. **TBS Registration:** 005126 **Bank Number:** ACO PPU 015



### Staffing

**Description:** This bank contains general documentation related to specific positions as well as documentation related to performance in competitions. **Class of**

**Individuals:** The information held includes application forms, résumés, appraisals, assessments, board reports, eligibility lists and agreements to undertake language training. **Purpose:** The purpose of this bank is to assess applicants for positions. Information is also used during competitions as well as for making appointments based on the eventual lists of eligible candidates. **Retention and Disposal Standards:** Records are retained for two years after the eligibility list for a staffing action expires, or for two years after any other administrative action. Records are then destroyed. **TBS Registration:** 003357

**Bank Number:** ACO PPU 005

## Classes of Personal Information

### Mailing Lists

This class of personal information contains the names and addresses of individuals who are on a mailing list to receive specific information or publications on departmental programs and activities. The lists are used by all bureaus to distribute departmental information and to respond to requests by individuals. The lists are updated on a continuing basis. The lists are maintained for a minimum of two years.

### Ministerial Correspondence

This class of information contains correspondence addressed to the Minister, from external organizations and individuals in the form of requests for information, complaints, opinions and other submissions related to a broad range of policy issues pertaining to ACOA's activities wherein some unsolicited personal information has been provided by the correspondent. This form of information would be retrievable only if specifics of name, date of communication and subject were to be provided; it is not arranged or retrievable by personal identifiers. The retention periods of these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

### Programs and Agreements

This class of information contains documents related to programs and agreements administered by ACOA. Personal information may be stored in administering programs falling within this class. The information may include financial, employment and demographic data on individuals. Such data, however, would be stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of information is normally retrievable only if specifics are provided.

### Public Opinion Research

This is a class of records generated by departmental officials who conducted public opinion research on a vast spectrum of topics related to the mandate and mission of ACOA. Retrievable records consist of data gathering instruments, such as, but not exclusively, questionnaires which may contain personal information that reveals the identification of the research subject. Data contained in this class of records are not used for administrative purposes. Individuals seeking access to these records must provide the title of the research project in which they participated, the location and the date of the search, and any other data that may help to identify and locate the personal information they are seeking.

## Manuals

- ACOA Acquisition Card Policy
- ACOA Classification Designation Guide
- ACOA Financial Coding Manual
- ACOA Parking Policy
- ACOA Vehicle Management Policy
- Business Development Program – Policy and Procedures Manual
- Classification/Designation of Information Guide
- Community Futures Program – Policy and Procedures Manual
- Employee Codes
- Employee Guide to Government Security
- GMAX (Entry and Escape)
- Guidelines for the Preparation of Minister's Correspondence
- Guidelines for the Preparation of the President's Correspondence
- Payment Authorization
- Payment Requisition
- Pre-authorized Payments for Travel
- Stop Payment/Cancelled Cheques
- Subject Classification Guide
- Supplier Codes (Operating and Maintenance, and Grants and Contributions)
- The ACOA Trade Toolkit
- Visual Identity Manual

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Agency and its various programs and functions may be directed to:

Head Office  
Atlantic Canada Opportunities Agency  
644 Main Street, 3<sup>rd</sup> Floor  
P. O. Box 6051  
Moncton, New Brunswick  
E1C 9J8

Tel.: (506) 851-2271  
1-800-561-7862

Fax: (506) 851-7403

E-mail: [comments@acoa-apec.ca](mailto:comments@acoa-apec.ca)

Web Site: [www.acoa-apec.ca](http://www.acoa-apec.ca)

## Reading Room

The library at the Agency Head Office has been designated as a public reading room for the purposes of the Access to Information Act. The address is:

Library  
Atlantic Canada Opportunities Agency  
Head Office  
644 Main Street, 3<sup>rd</sup> Floor  
P. O. Box 6051  
Moncton, New Brunswick  
E1C 9J8

# Atlantic Pilotage Authority Canada

## Chapter 3

### General Information

#### Background

As a result of recommendations made by the Royal Commission on Pilotage in Canada, the Pilotage Act was assented to by Her Majesty and the Governor-in-Council and proclaimed February 1, 1972.

The Pilotage Act created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four pilotage authorities – Atlantic, Laurentian, Great Lakes, and Pacific – are Crown corporations, responsible to Parliament through the Minister of Transport.

The Atlantic Pilotage Authority was incorporated in carrying out the Pilotage Act in 1972, and pursuant to the Financial Administration Act, (Schedule SC 1983-84, 31) was designated a Schedule III Part I Crown corporation.

#### Responsibilities

The role of the Authority is to establish, operate, maintain and administer, in the interest of safety, an efficient and economical pilotage service within its geographical boundaries – all coastal waters in the Atlantic region. As a further goal, the authority prescribes tariffs of pilotage charges that are fair, reasonable and consistent with providing revenues sufficient to permit the Authority to operate on a self-sustaining financial basis.

#### Legislation

- Atlantic Pilotage Regulations
- Authority By-Laws
- Canadian Shipping Act
- General Pilotage Regulations
- Pilotage Act

### Organization

#### ♦ Administration Division

This Division provides administrative and financial services as required to operate within accepted corporate business procedures.

#### ♦ Operations Division

This Division provides pilotage services by assigning and dispatching qualified pilots to ships navigating within the boundaries of the Atlantic Pilotage Authority.

### Information Holdings

#### Program Records

##### Pilotage Services

**Description:** Information on the provision of pilotage services within the Atlantic region. **Topics:** Dispatching records; pilotage licences; tariff charges; assignments of pilots to vessels; collective agreements; international shipping affairs. **Program Record Number:** APA OPD 005

##### Tariffs

**Description:** Information on the setting of tariffs for the provision of pilotage services; also the conduct and results of negotiations concerning the setting of tariffs in various districts throughout the region as well as results of National Transportation Agency of Canada hearings. **Program Record Number:** APA OPD 010

#### Manuals

- Accounting Procedures
- Administrative Directives
- Collective Agreements
- Dispatching Procedures
- Pilot Licence Register
- Pilotage Tariffs
- Service Contracts
- Working Rules



## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Authority and its various programs and functions may be directed to:

Atlantic Pilotage Authority  
Purdy's Wharf, Tower 1, Suite 1402  
1959 Upper Water Street  
Halifax, Nova Scotia  
B3J 3N2

Tel.: (902) 426-2550

## Reading Room

An area on the premises of this institution has been designated as a public reading room according to the provisions of the Access to Information Act. The address is:

Suite 1402  
1959 Upper Water Street  
Halifax, Nova Scotia  
B3J 3N2

# Bank of Canada

## Chapter 4

### General Information

#### Background

The Bank of Canada is the country's central bank. It was incorporated in 1934 under the Bank of Canada Act. Under the preamble of the Act, unchanged since its inception, the Bank of Canada is required "to regulate credit and currency in the best interests of the economic life of the nation, to control and protect the external value of the national monetary unit and to mitigate by its influence fluctuations in the general level of production, trade, prices and employment, so far as may be possible within the scope of monetary action, and generally to promote the economic and financial welfare of the Dominion."

Overall responsibility for the management of the Bank is assigned to the Board of Directors, composed of the Governor, the Senior Deputy Governor and 12 directors. The Governor and Senior Deputy Governor are appointed for seven-year terms, the directors for three years. The Deputy Minister of Finance sits on the board as a non-voting member. The Governor is the Chief Executive Officer of the Bank and is responsible for the business of the Bank. As a practical matter, collective responsibility for the conduct of Bank affairs rests with the Governing Council, composed of the Governor, the Senior Deputy Governor and the four other Deputy Governors.

#### Responsibilities

The Bank of Canada's primary responsibilities can be grouped into four broad functions: developing and implementing monetary policy, providing central banking services, issuing bank notes, and servicing the public debt.

Monetary policy is the Bank's primary function and most important responsibility. Monetary policy is concerned with managing the rate of monetary expansion in a way that is consistent with preserving the value of money. In terms of central banking services, the Bank plays an active role in Canada's payments clearing and settlement systems, operates deposit accounts for major financial institutions and for the federal government, and manages the government's foreign exchange reserves. The Bank also has sole responsibility for issuing Canada's bank notes, undoubtedly its best-known product. This responsibility involves note design (including features that enhance security against counterfeiting), as well

as printing, distributing and eventually replacing bank notes. Coinage, on the other hand, is produced by the Royal Canadian Mint. Lastly, as the government's fiscal agent, the Bank advises the government on matters relating to the public debt, issues government debt, maintains bondholder records, and makes payments on behalf of the government for interest and debt redemption.

#### Legislation

- Bank Act
- Bank of Canada Act
- Currency Act
- Financial Administration Act

#### Organization

##### ◆ Corporate Services Departments

The Corporate Services Departments provide advice, information and internal services that support the management of the Bank. The Corporate Services departments are: Executive and Legal Services, Communications Services, Management Services (information, human resources and financial services), Infrastructure Services (facilities, office, protective and automation services) and Audit Services. Executive and Legal Services provide corporate secretary support to the Bank's Board of Directors and the management of the Bank. Communications Services provide publication and public information services. As part of the Management Services Department, Financial Services (formerly known as Comptroller's Department), is responsible for the internal financial functions of the Bank, statutory financial reporting requirements, accounting in support of the Exchange Fund Account and administration of unclaimed bank balances.

##### ◆ Department of Banking Operations

The overall responsibility of the Department is to provide efficient and effective service to other central banks, international financial organizations, the Government of Canada, chartered banks, trust companies and other financial organizations. Its responsibilities include the security and administration of valuables such as gold and securities, the provision of banking services to other clients, and all aspects of the issuance of bank notes, including custody of the National Currency Collection. The Department also provides fiscal functions for which the Bank of Canada acts as an agent for the Government of Canada. These functions include the clearing of government obligations

and receiving deposits for the account of the Government of Canada. Finally the Department participates with the Research Department in the Bank's Regional Presence activities.

### ◆ Department of Monetary and Financial Analysis

This department is responsible for analyzing the transmission mechanism of monetary policy and contributing to the Bank's role in providing for financial stability. The department monitors and analyzes the evolution of financial variables such as monetary aggregates, credit aggregates and interest rates. It also monitors the evolution of the financial institutions, financial intermediation and payments systems to assess the implications for monetary policy and financial stability. It provides advice on regulatory and supervisory issues related to the financial sector policies under the jurisdiction of the federal government. Finally the department is responsible for the regulatory oversight of major clearing and settlement systems.

### ◆ Financial Markets Department

This department has both operational and analytical duties. Its most important operational functions are to help implement monetary policy through its activities in financial markets, to conduct foreign exchange operations as fiscal agent for the government and the Bank, and to issue Government of Canada securities (principally treasury bills and marketable bonds) both domestically and abroad. Its analytical function is to monitor conditions in financial markets, forecast key financial flows and study relevant financial relationships. The results are communicated to the Bank's senior officers for their use in formulating monetary policy, advising the government on matters related to debt management, and influencing the development of capital market structures appropriate to Canadian needs.

### ◆ Debt Administration Office

This department is responsible for administering Government of Canada domestic securities. Its functions include: development and distribution of debt certificates; maintenance of the debt register information; servicing the holders of debt instruments through account statements, interest payments, product information and other client services; and managing the order-taking and redemption processes through intermediaries.

### ◆ International Department

The principal responsibilities of this department include producing timely analyses of current and prospective economic developments in foreign countries, providing policy advice on issues addressed by international

organizations such as the International Monetary Fund and the OECD, and undertaking studies on international financial markets and economic policy issues.

### ◆ Research Department

This department's primary responsibility is to assess the significance of current economic developments and prospects in Canada and to keep Bank management fully informed about them. An aspect of this responsibility is to seek further understanding of the operation of the economy and of public policies which are, or could be, employed in an attempt to regulate it.

## Information Holdings

### Program Records

#### ◆ Corporate Services Departments

##### Confirmation of Balances and Statements of Gold and Securities Held in Safekeeping by the Bank of Canada

**Description:** Information on the custodial responsibilities of the Bank towards clients for the safekeeping of their gold or securities. **Topics:** Central banks; chartered banks; domestic financial institutions; Government of Canada accounts; Government of Canada agencies; international financial institutions; dealers. **Access:** Files are arranged by organization. **Program Record Number:** BOC CSD 345

##### Exchange Fund Account

**Description:** Information on the Minister of Finance's Exchange Fund Account, the principal repository of Canada's foreign exchange reserves. **Topics:** Legislation, transactions and accounting procedures; portfolio management; Exchange Fund Account reports. **Program Record Number:** BOC CSD 350

##### General Accounting Records

**Description:** Information on various accounts and accounting as prescribed by the Bank of Canada Act. **Topics:** Accounting; Bank of Canada balance sheets; Bank of Canada notes – general, orders and deliveries, destruction, pricing; statements/reports; banks in liquidation – loan analysis; investment transactions; unclaimed bank balances. **Program Record Number:** BOC CSD 340

#### ◆ Department of Banking Operations

##### Bank Note Research

**Description:** Information on all phases of bank note design, production, anti-counterfeiting measures,



distribution and special studies on the automation of handling of bank notes. **Topics:** Special studies; committees and conferences; currency usage – technological developments; coin/note substitutions; bank note design – general, series and denominations, counterfeiting/simulations, security features, research, security research; bank note production; note flows issues; notes flows – studies/projects; automation.

**Program Record Number:** BOC DBO 285

### **Bank of Canada Notes, Government Securities and Gold**

**Description:** Information on the finishing, inventory and distribution of Bank of Canada notes and Government of Canada securities; the processing and destruction of used and mutilated bank notes; custodial responsibilities for gold. **Topics:** Accounting procedures; Bank of Canada notes – general, statements, bank note companies, orders/deliveries, shipments, transportation, inventory, redemption and disposal, destruction certificates – unissuable notes; coins – general, statements, mutilated, requisitions; securities; treasury bills; Canadian National Railway bonds; Government of Canada bonds; Canada Savings Bonds; client gold accounts arrangements and transactions. **Program Record Number:** BOC DBO 300

### **Canadian Institutions and Financial Sector Automation**

**Description:** Information on the payment systems of major Canadian institutions. **Topics:** Chartered banks and savings banks; trust and mortgage loan companies; credit unions and caisses populaires; provincial government savings institutions; Canadian government departments and agencies; retailers; communications carriers; protocols. **Access:** Files arranged by company. **Program Record Number:** BOC DBO 301

### **Client Accounts**

**Description:** Information on the maintenance of client accounts and related transactions. **Topics:** Accounts related to the Government of Canada; Government of Canada agencies; chartered banks and non-banks; central banks and international financial institutions. **Program Record Number:** BOC DBO 275

### **Domestic Payment System Developments and Implications**

**Description:** Information on planning in the Canadian payments system as it evolves towards more electronic methods. **Topics:** Canadian clearing system; task forces and committees; Canadian Computer Communications Task Force; Working Group 3 study; payments system policy; Canadian Payments Association. **Program Record Number:** BOC DBO 302

### **Government Banking and Agency Operations**

**Description:** Information on field operations of banking services to other central banks and fiscal agent services provided to the Government of Canada.

**Topics:** See Government Banking and Fiscal Services, Client Accounts and Loans of or Guaranteed by the Government of Canada. **Program Record Number:** BOC DBO 290

### **Government Banking and Fiscal Services**

**Description:** Information on general banking services to other central banks and to fiscal agent services provided for the Government of Canada. **Topics:** Bank Act security; Canadian Bankers' Association; clearing; government deposits; Interbank International Payments System; safekeeping of valuables; one dollar coin; Bank of Canada accounts at central banks; Bank of Canada gold accounts at central banks; external signing authorizations; Bank of Canada notes – general, operational procedures, enquiries/comments, pricing and ordering, design and release, circulation, counterfeit, redemption and disposal, bank note companies; coins – general, enquiries, specimen and commemorative coins; deposits and payments processed through client accounts; Canadian Payments Association – general, automated clearing settlement system (ACSS); Large Value Transfer System (LVTS); agency operational procedures; cash overages and shortages; client services; automation – bank note distribution systems – general – meetings; taxation – policies and procedures; transportation administration; transportation contracting; transportation security matters; closing of agencies' cash operations; regional presence, regional distribution points. **Program Record Number:** BOC OBA 270

### **Government of Canada Clearings and Redemptions**

**Description:** Information on the processing of government items and the related payments or deposits to be made to or on behalf of the government.

**Topics:** Balance and recapitulations; government deposits; redemptions; settlement enquiries; deposit letters. **Program Record Number:** BOC DBO 295

### **International Payments System Developments and Implications**

**Description:** Information on international payments system automation research and planning. **Topics:** Bank for International Settlements (BIS); central banks; International Standardization Organization (ISO) – automation standards; Society for World-Wide Inter-bank Financial Telecommunications (SWIFT). **Program Record Number:** BOC DBO 303

### **Loans of or Guaranteed by the Government of Canada**

**Description:** Information on loans issued by or guaranteed by the Government of Canada for which the Bank of Canada acts as manager of the public

debt; also rules, regulations and transactions of each issue. **Topics:** Transfers and exchanges; transfer and guarantee of signatures on securities – resolutions; treasury bills; Canadian National Railways bond issues; Government of Canada bonds; instructions to agents on the delivery of Government of Canada loans, bond auctions and Canada Savings Bonds; interest payments and commission due on foreign borrowings; Revolving Standby Credit Facilities. **Program Record Number:** BOC DBO 280

#### Role of Banks in Providing Computer Services

**Description:** Research performed by the Canadian Computer Communications Task Force and the Interdepartmental Steering Committee on the electronic payments system. **Topics:** Task forces and committees; computer services offered by financial institutions; computer services bureaus. **Program Record Number:** BOC DBO 304

### ◆ Department of Monetary and Financial Analysis

#### Capital Markets

**Description:** Information and studies into the functioning of capital markets. **Topics:** Household credit; bond markets; equity markets; money markets; securitization. **Program Record Number:** BOC MFA 155

#### Chartered Bank Analysis

**Description:** Information on balance-sheet and income statements of chartered banks and descriptive and econometric analysis of the banking system. **Topics:** Canadian dollar assets; Canadian dollar liabilities; foreign currency business and operations abroad; earnings, expenses and balance of revenue; chartered bank operations through affiliates. **Storage Medium:** EDP systems. **Program Record Number:** BOC MFA 105

#### Consumer Credit Markets

**Description:** Information collected by the Bank of Canada or Statistics Canada on the consumer debt held by financial institutions; also analyses of consumer credit markets. **Topics:** Consumer credit and Household credit. **Program Record Number:** BOC MFA 125

#### Data Administration

**Description:** Documentation of data bases and requirements. **Topics:** Data base documentation; data requirements; data definitions; data adjustments; data sources; data operations manuals. **Program Record Number:** BOC MFA 165

#### Econometric Analysis and Background Studies

**Description:** Econometric models of financial markets, econometric analysis of the demand for financial assets, econometric investigation of financial-real linkages and

general information on recent developments in econometric techniques. **Topics:** Econometric analysis of the monetary system; econometric models of markets; econometric models on financial-real linkages; technical support and special projects. **Storage Medium:** EDP systems. **Program Record Number:** BOC MFA 140

#### Financial Flows and Forecasting

**Description:** Information on the flow of credit between broad sectors of the economy; summary tables published semi-annually in the Bank of Canada Review. **Topics:** Financial flows matrix; credit market summary tables; sectoral analyses; financial markets projects. **Access:** Files arranged by subject, sector and financial instrument. **Program Record Number:** BOC MFA 135

#### Interest Rates

**Description:** Statistical information on market and administered rates in Canada and abroad; also analytical material related to interest rates, such as analyses of the term structure of real interest rates, and of the relationship between interest rates and inflation. **Topics:** Canadian financial institutions' interest rates; Canadian securities market interest rates; American interest rates; European interest rates. **Program Record Number:** BOC MFA 130

#### Monetary Policy

**Description:** Technical and econometric analyses of the role of monetary and credit aggregates as targets or indicators of monetary policy, as well as some analyses of the importance of international linkages in the conduct of monetary policy. **Topics:** Bank of Canada balance sheet data; instruments of monetary policy; targets and indicators of monetary policy; international aspects of monetary policy. **Program Record Number:** BOC MFA 100

#### Mortgage Market

**Description:** Information on mortgage loan approvals and mortgages outstanding held by financial institutions collected for the most part from published sources; also analyses of the mortgage market. **Topics:** Private institutional lenders; government lenders; new housing; existing housing. **Program Record Number:** BOC MFA 120

#### Non-bank Financial Intermediaries

**Description:** Balance-sheet data and analyses of the non-bank financial institutions. **Topics:** Trust and mortgage loan companies; credit unions and caisses populaires; sales finance and consumer loan companies; affiliates of foreign banks; life insurance companies; Quebec Savings Bank; provincial savings offices. **Program Record Number:** BOC MFA 110



## Regulatory Issues

**Description:** Reports and studies on regulatory issues.

**Topics:** Deposit Insurance; ownership of financial institutions; statutory revisions; structure of financial institutions; Payments systems. **Program Record Number:** BOC MFA 160

## Reviews and Comments on External Documents

**Description:** Reviews and/or comments on external documents received by the Bank of Canada. **Topics:** Documents from Department of Finance, Statistics Canada, The Conference Board of Canada, various other Canadian government departments, provincial governments, private sector organizations, American organizations (e.g. DRI, Conference Board), international organizations (e.g. IMF, OECD); academic publications or discussion papers. **Program Record Number:** BOC MFA 170

## Surveys, Reports and Returns

**Description:** Information on the collection of financial data required for the monitoring and analysis of financial developments. **Topics:** Reports and returns – trust companies, mortgage loan companies, non-financial companies, sales finance and consumer loan companies, affiliates of foreign banks; credit unions. **Access:** Files arranged by company or organization. **Program Record Number:** BOC MFA 150

## United States and other Non-Canadian Financial Developments

**Description:** Information on American monetary policy and recent and projected financial developments in the U.S. and rest of world. **Topics:** United States – monetary policy and regulations, banking system; securities markets; thrift institutions and mortgage market; financial commentaries; financial data. **Program Record Number:** BOC MFA 145

## ♦ Financial Markets Department

### Book-Entry Securities Systems Development

**Description:** Information on the studies, planning, development, coordination and implementation of book-entry securities systems. **Topics:** New issue distribution service (NIDS); Canada bond bring-on project (CBBO); Money Market System (MMS); risk containment and regulation; debt clearing service; other special projects. **Program Record Number:** BOC FMD 071

### Capital Markets

**Description:** Reports of economic and financial developments in the Atlantic region of Canada; also activities of various organizations that relate to capital market developments of interest to the Bank of Canada. **Topics:** Capital market coverage; government regulatory bodies; Canadian Depository for Securities;

United States Securities Regulations; financial structure and regulation. **Program Record Number:** BOC FMD 005

### Chartered Bank Cash Management

**Description:** Information relating to the cash reserve management operations of the Bank of Canada and the chartered banks; the assets and liabilities of the Bank of Canada; and the characteristics of the institutional relationship within the clearing and settlement system. **Topics:** Bank of Canada balance sheets; advances; underbought/overbought position; cash reserves; reserve requirements; clearings and payments system; Government of Canada deposits; note circulation; statements; compensation to financial institutions; chartered banks; direct clearing members of the Canadian Payments Association; Zero Reserve Operations; cumulative averaging. **Access:** Files arranged by subject and institution. **Program Record Number:** BOC FMD 035

### Domestic Financing – General

**Description:** The release of general information outlining the terms and conditions of Government of Canada new loan issues. **Topics:** New loan and bond auction press releases; prospectuses; confirmation of offering; procedures; allotments; participation; statements. **Program Record Number:** BOC FMD 050

### Domestic Financing – Matured Government of Canada Loans and Canada Savings Bonds

**Description:** Historical statistical information on the administrative details of each Government of Canada loan operation; used as research material for current borrowing operations. **Topics:** Loans. **Access:** By name or maturity. **Storage Medium:** Microfilm. **Program Record Number:** BOC FMD 055

### Foreign Exchange Market Analysis

**Description:** Information on developments in the Canadian and overseas exchange markets, trading in Canadian dollars against foreign currencies, the value of the major foreign currencies and exchange arrangements maintained by other major countries. **Topics:** Summary reports on exchange rates; statistical reviews and exchange rate development in overseas countries; exchange market settlement and accounting features; foreign exchange market surveys; forward market, swaps, currency futures and other financial innovations; statistical reports; external financing and takeovers; globalization of the foreign exchange market. **Access:** Arranged by institution and by subject. **Program Record Number:** BOC FMD 080

### Foreign Exchange Transactions

**Description:** Information on foreign exchange bookkeeping and trading procedures of the Bank of Canada and transactions with other central banks.



**Topics:** Transactions and procedures; portfolio management; reports; signing authorities; Bank of Canada foreign accounts. **Program Record Number:** BOC CSD 355

### Foreign Financing – Government of Canada

**Description:** Legal documentation for Government of Canada foreign loans and standby credit facilities. Statistical information used to monitor and analyze developments in international capital markets. Statistical and administrative documentation of the procedures undertaken by the Government of Canada to borrow abroad. **Topics:** Foreign financing general; foreign banks; Exchange Fund Account; Government of Canada foreign loans issued; standby credit facilities; Canada bills; interest rate and currency swaps; Yankee Bond buyback program; foreign underwriters. **Access:** Files arranged by subject, by loan and issue date and by company. **Program Record Number:** BOC FMD 060

### Government of Canada Cash Projections and Debt Management Planning

**Description:** Information on the management and forecasting of the Government of Canada's cash balances. Analytical studies to support debt management planning and initiatives are prepared. **Topics:** Federal budget and main estimates; government cash reports and forecasts; debt management issues. **Access:** Files arranged by subject. **Program Record Number:** BOC FMD 065

### Government Sector Analysis and Forecasting

**Description:** Information on developments in the government sector. Projections of federal and provincial government revenues and expenditures are developed. **Topics:** Monitoring and forecasting using the Quarterly Projection Model; QPM-related and other special reports; program and policy analysis; provincial budget and borrowing analysis. **Access:** Files arranged by subject. **Program Record Number:** BOC FMD 066

### Intervention

**Description:** Documents and papers prepared in Canada and in other major countries relating to the Working Group on Exchange Market Intervention. The group was established at the Versailles Summit of the Heads of State and Government, June 1982. **Topics:** Intervention studies. **Access:** Files arranged by subject and by country. **Program Record Number:** BOC FMD 090

### Money Market Analysis and Primary Distribution

**Description:** Information on the general financial market activity of various institutions and organizations with particular emphasis on the money market arrangements (with Bank of Canada) and money market activity of banks and investment dealers. **Topics:** Industries and associations; Financial Research

Foundation of Canada; financial institutions; stock exchanges; insurance companies; mortgage companies; finance companies; non-financial institutions; primary distributors; jobber money market report; municipal financing; banker's acceptances; mergers of companies and organizations; brokers.

**Access:** Files arranged by subject and company.

**Program Record Number:** BOC FMD 010

### Official International Reserves

**Description:** Information on Canada's foreign exchange reserves, including holdings of the Minister of Finance, the Receiver General and the Bank of Canada, as well as borrowings by the Canadian government in foreign currencies. **Topics:** Definitions and historical data; reports and statements on reserve status; Government of Canada foreign currency borrowings and loans; reserves – investments. **Program Record Number:** BOC FMD 095

### Open Market Operations and Securities Market Analysis

**Description:** Statistical and analytical information relating to financial markets. **Topics:** Interest rates; treasury bills; comments on markets; purchase and resale agreements; stock averages and prices; short-term paper; client transactions; issues placements; bond prices, yields and quotes; securities transactions; holdings of securities; U.S. securities; Bank of Canada portfolio; provincial, corporate and municipal markets; interest rate futures. **Storage Medium:** Microfilm. **Program Record Number:** BOC FMD 030

### Primary Distributors – Dealers

**Description:** Reports on the volumes of transactions in the Canadian securities markets – used to assess the level of activity in Canadian securities markets. **Topics:** Dealers by name. **Access:** Files arranged geographically and by company. **Program Record Number:** BOC FMD 020

### Primary Distributors – Jobbers

**Description:** Information on the financial arrangements between the Bank of Canada and major Canadian investment dealers relating to money market activities. **Topics:** Jobbers. **Access:** By name. **Program Record Number:** BOC FMD 015

### Primary Distributors – Statistics

**Description:** Detailed statistical information on the levels of participation by each Canadian investment dealer in each Government of Canada loan. **Topics:** Jobbers and dealers by name. **Access:** Files arranged by institution, company and region. **Program Record Number:** BOC FMD 025

## Special Studies and Analysis

**Description:** Studies and analyses of the various techniques used to implement monetary policy, debt management and securities market strategy. **Topics:** Debt management analysis; cash reserve management studies; interest rate analysis; macroeconomics policy papers; capital market analysis; money market analysis; marketing government debt; Canada Savings Bond analysis and surveys. **Program Record Number:** BOC FMD 070

## ◆ Debt Administration Office

### Accounting for Government of Canada Securities

**Description:** Information on the recording, for reporting and controlling purposes, of activities for the period during which the securities are in existence. **Topics:** Accounting records and controls; financial reports. **Program Record Number:** BOC GSS 330

### Administrative Arrangements with Financial Institutions

**Description:** Instructions and other data made available to financial institutions through which the Bank of Canada deals with bond owners in the normal course of business. **Topics:** Issue of Government of Canada loans and securities; maintenance of securities registers; retirement of securities; agents and distributors; Canadian Payments Association. **Program Record Number:** BOC GSS 335

### Government Securities in the Retail Debt Market

**Description:** Information on the planning, coordination and administration of the sale of Government Securities in the retail debt market; also reports/statistics on the monitoring and analysis of the results of the sale of these securities. **Topics:** Government Securities in the retail debt market – general; automation; inquiries; materials – general, distribution, materials distribution centre and lists, inventory, production, transportation; Payroll Savings Plan – campaign, loans, organization, personnel, personnel remuneration, regions/territories, remittance schedules, sales; public service campaign; remittances; sales agents – general, arrangements, coordination, associations, fees and commissions, subagents; sales and redemption. **Access:** Files arranged by subject. **Program Record Number:** BOC GSS 340

### Government Securities, Retail Debt Market – Sales and Processing Agents

**Description:** The administrative arrangements between the Bank of Canada and eligible Sales Agents and Processing Agents. **Topics:** Sales Agents and Processing Agents – companies, trust companies, trust companies – non-listed, schedule “B” banks; sales

agents other than trusts; processing agents other than trusts and banks. **Access:** Files arranged by company. **Program Record Number:** BOC GSS 345

### Issue of Government of Canada Loans and Securities

**Description:** Information on the domestic and foreign borrowings by the Government of Canada for which the Bank of Canada acts as fiscal agent or participates as an advisory body. **Topics:** Treasury bills; Canadian National Railway bonds; Canada Savings Bonds; New Canada Payroll Savings Plan; Canada Premium Bonds; foreign loans; Government of Canada marketable bonds; Government of Canada loans issued; real return bond issues. **Program Record Number:** BOC GSS 305

### Maintenance of Securities Registers

**Description:** Information on procedures and individual security registers and their periodic updating. **Topics:** Transfer and exchanges; change of address; lost, stolen or destroyed coupons; lost, stolen or destroyed security certificates; securities registrations; securities processing; guarantee of signatures. **Storage Medium:** Microfilm. **Program Record Number:** BOC GSS 315

### Payment of Interest

**Description:** Information on the various means and processes by which the contractual obligation to pay interest is discharged. **Topics:** Direct deposit; cheques; coupons; withholding tax; interest notices; interest cheque production; cash bonuses; adjustments; taxation. **Program Record Number:** BOC GSS 320

### Production of Security Certificates

**Description:** Information on all phases necessary to obtain adequate supplies of security certificates and their distribution to the appropriate locations. **Topics:** Production reports; certificate design; foreign issues; printing errors; certificates ordered and distributed; contracts with suppliers. **Program Record Number:** BOC GSS 310

### Retirement of Government Securities

**Description:** Information on the process through which owners of Government of Canada securities are reimbursed at maturity or in accordance with the terms under which the securities were issued. **Topics:** Canada Savings Bonds; Canada Premium Bonds; Government of Canada marketable bonds; treasury bills; war saving certificates; Canadian National Railways bonds; International Bank for Reconstruction and Development (World Bank) bonds; redemptions of foreign loans. **Program Record Number:** BOC GSS 325



## ◆ International Department

### Bank for International Settlements (BIS)

**Description:** Information on meetings at the Bank for International Settlements (BIS), the work of various BIS committees and the provision of Eurocurrency statistics.

**Topics:** Meetings – general; Group of Ten – Governors Meetings; Gold and Foreign Exchange Meetings; Concertation Meetings; Meetings of Computer and Databank Experts; Committee on Banking Regulation and Supervision; multilateral surveillance statistics meetings; Standing Committee on Eurocurrency Market; Financial Stability Forum; Eurocurrency statistics; bridge financing – credit facility. **Access:** Files arranged by subject, committee and country.

**Program Record Number:** BOC INT 235

### Contacts

**Description:** Information on various contacts of the Bank of Canada with institutions and organizations in the foreign exchange area in Canada and abroad, principally as an aid to monitoring and analyzing developments in exchange markets. **Topics:** Legislation and bank reporting; Canadian Bankers' Association; general brokerage services; Canadian chartered banks; central banks and monetary authorities; foreign commercial banks; governmental departments, agencies and Crown corporations; non-bank financial institutions. **Program Record Number:** BOC INT 200

### Developments in Foreign Countries

**Description:** Information on current economic and financial developments in overseas countries, including relations with the International Monetary Fund (IMF), economic projections for major industrial countries, international comparisons, press reports on developments in overseas countries, international capital markets and international organizations.

**Topics:** Projections by international organizations and the Bank of Canada; developments in various countries; Bank for International Settlements press summaries; Commonwealth of Independent States (CIS). **Access:** Files arranged by subject and country.

**Program Record Number:** BOC INT 220

### Developments in the United States

**Description:** Information on current economic and financial developments in the United States, and the economic outlook, including analysis of economic projections and studies produced by international organizations (IMF and OECD). **Topics:** Developments in the United States; projections by international organizations and the Bank of Canada. **Access:** Files arranged by subject. **Program Record Number:** BOC INT 221

### Federal Organizations and Interdepartmental Committees

**Description:** Information on federal government organizations or interdepartmental committees that deal with international economic questions in which the Bank has some involvement. **Topics:** Export Development Corporation (EDC); Canadian International Development Agency (CIDA); interdepartmental meetings; interdepartmental committees on economic relations with developing countries and assistant deputy ministers' sub-committee on economic relations; Department of Finance; Department of External Affairs; information technology sub-committee of the Privy Council Office (PCO). **Program Record Number:** BOC INT 215

### Gold, Silver and Other Commodities

**Description:** Information on gold, silver and commodity market practices – statistics, legislation and official gold transactions. **Topics:** Gold legislation; gold operations; gold markets; export-import reports; silver legislation and oil. **Program Record Number:** BOC FMD 086

### International Developments

**Description:** Information on developments in international capital markets, in particular international banking, Eurocurrency and bond markets, external debt of overseas countries, deployment of oil exporter's surpluses and recycling and major commodities, including commodity agreements. **Topics:** International finance; international capital markets – recent developments and borrowing and recycling; commodities; inter-central bank arrangements.

**Program Record Number:** BOC INT 210

### International Monetary Fund (IMF)

**Description:** Information on the work and activities of the International Monetary Fund (IMF), issues discussed at IMF Executive Board meetings and at the Interim Committee. **Topics:** IMF General Account – drawings and repurchases, special drawing rights, general arrangements to borrow; Canadian consultations; International Monetary System and Reform Exercise; other lending facilities; annual meetings; amendments to articles of agreement. **Program Record Number:** BOC INT 230

### International Organizations and Institutions

**Description:** Information on the activities of various international or regional economic organizations, in particular those aspects that relate to world economic or financial issues of interest to the Bank. **Topics:** International Bank for Reconstruction and Development (IBRD); European Economic Community (EEC); Commonwealth/Committees Meetings; Technicians of Central Banks of the American Continent (CEMLA);



Summit Meetings; Group of Ten; Organization for Economic Co-operation and Development (OECD); International Co-operation and Policy Coordination; European Bank for Reconstruction and Development (EBRD); Asian Development Bank; Group of Twenty-two; Group of Thirty-Three; other international organizations and institutions; structural reform and adjustment in eastern Europe; international assistance in response of gulf crisis. **Program Record Number:** BOC INT 225

## ♦ Research Department

### Current Analysis and Economic Developments

**Description:** Interpretation of current economic data for Canada and analysis of the economic implications of current economic developments. **Topics:** Current analysis; National Accounts; Balance of Payments; economic cycles/indicators; conferences; consumption/saving; housing; investment/inventories/cost of capital; supply and demand for labour; wages; prices (inflation); direct taxes; indirect taxes and subsidies; foreign sector; financial sector; productivity; production functions; capacity utilization; economic potential; income distribution; regions of Canada; industries; rest of the world; Canadian farm sector; world energy markets; resource sector (other than farm and energy); demographics; world commodity markets; Canadian energy sector; exchange rates; interest rates. **Access:** Files are arranged by subject. **Program Record Number:** BOC RES 081

### General Economic Analysis – Theory and Models

**Description:** Information on the structure and use of Bank of Canada econometric models, and other analyses of the structure and behaviour of economies. **Topics:** Theory; input/output; economic cycles/indicators; history; conferences; consumption/saving; investment/inventories/cost of capital; supply and demand for labour; wages; prices (inflation); direct taxes; indirect taxes and subsidies; foreign sector; financial sector; productivity; production functions; capacity utilization; economic potential; income distribution; regions of Canada; industries; rest of the world; Canadian farm sector; world energy markets; resource sector (other than farm and energy); models in general; RDX2; RDXF; SAM; QPM; demographics; world commodity markets; Canadian energy sector; exchange rates; interest rates. **Access:** Files are arranged by subject. **Program Record Number:** BOC RES 086

### Projections, Policy Simulations and Policy Analysis

**Description:** Economic projections for the Canadian economy, information on the use of econometric models for analysis of alternative macroeconomic policies, and other policy analyses. **Topics:** Staff projections; price and incomes policy; market structure

policy; government expenditures and transfers; government finance; monetary policy; fiscal policy; exchange rates; interest rates. **Access:** Files are arranged by subject. **Program Record Number:** BOC RES 076

### Quantitative Methods, Computer and Data (Sources and Methods)

**Description:** Descriptions of research methods, data construction and computer systems. **Topics:** Econometrics; programming and computer systems; time series analysis; input/output; National Accounts; Balance of Payments; demographics; general methodology. **Access:** Files are arranged by subject. **Program Record Number:** BOC RES 096

### Reviews and Comments on External Documents

**Description:** Reviews and/or comments on external documents received by the Bank of Canada. **Topics:** Documents from Department of Finance, Economic Council of Canada, Statistics Canada, The Conference Board of Canada, various other Canadian government departments, provincial governments, private sector organizations, American organizations (e.g. DRI, Conference Board), international organizations (e.g. IMF, OECD); academic publications or discussion papers. **Access:** Files are arranged by subject. **Program Record Number:** BOC RES 091

## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

### Accounts and Accounting

#### Acts and Legislation

#### Administration

#### Administration and Management Services

#### Audits

#### Budgets

#### Buildings

#### Buildings and Properties

#### Classification of Positions

#### Co-operation and Liaison

#### Employment and Staffing

#### Equipment and Supplies

#### Finance

#### Furniture and Furnishings

#### Human Resources

#### Lands

#### Occupational Health, Safety and Welfare

#### Office Appliances

#### Official Languages

Pensions and Insurance  
 Personnel  
 Procurement  
 Salaries and Wages  
 Staff Relations  
 Training and Development  
 Utilities  
 Vehicles

## Personal Information Banks

### Access to Information and Privacy Requests Data Bank

**Description:** This bank contains the access to information and personal information request forms or letters sent by individuals requesting access to files, the replies to such requests and information related to their processing, including copies of information that may have been disclosed and any record of subsequent complaints. **Class of Individuals:** Canadian citizens, permanent residents of Canada, and individuals present in Canada. **Purpose:** The information is used for processing requests; to assist in the preparation of annual reports, and to provide a record of all such requests received by the Bank. **Retention and Disposal Standards:** These files are held for two years after the last administrative use, then destroyed. **TBS Registration:** 001596 **Bank Number:** BOC PPU 030

### Applications for Employment

**Description:** This bank contains all applications received from the general public requesting employment with the Bank of Canada. It includes completed application forms and self-identification information on employment equity group status, letters, curriculum vitae, complaints and other personal information. Individuals are identified by name. Applicant information is also maintained on a microcomputer. **Class of Individuals:** Individuals seeking employment. **Purpose:** The files are used in the selection of staff. **Retention and Disposal Standards:** Solicited and unsolicited applications which have been considered in a staffing process are to be kept for a period of two years after the last administrative use. Complaint files are kept for five years following date of resolution, then destroyed. Unsolicited applications which have not been considered in a staffing process are kept for a period of one year, then destroyed. Information on the microcomputer is kept for a period of one year. **TBS Registration:** 001597 **Bank Number:** BOC PPU 035

### Bank Act Section 427 – Client Records

**Description:** This bank contains information about individuals' use of the registry services provided under S. 427 of the Bank Act including account information used to establish credit accounts for those individuals. Services include searches of the register and the

provision of copies of Notices of Intention and Certificates of Release. **Class of Individuals:** Registry services clients including individuals whose intention it is to give security under S. 427 and individuals who seek to access information on the register. **Purpose:** The purpose of this bank is to maintain a record of client account information including requests for registry services by individual clients and financial information concerning the clients which will permit them to establish accounts for payment for registry services. **Consistent Uses:** The information is used to notify clients of errors made in the register, assess and improve the delivery of registry services and permit clients to pay for registry services by means other than cash on delivery. **Retention and Disposal Standards:** Records are held for 7 years, then destroyed. Client account processing records are held for 7 years after the account closes, then destroyed. **Related to PR#:** BOC DBO 270 **TBS Registration:** 004038 **Bank Number:** DBO PPU 046

### Bank Act Section 427 – Register

**Description:** The Section 427 Register consists of the Notices of Intention which are registered pursuant to Section 427 of the Bank Act and the Certificates of Release which pertain to those Notices. A Notice of Intention contains the name of a person, firm or company and mailing address whose intention it is to give security under S. 427. It includes the name of the Schedule I or II bank to which the security is intended to be given. **Class of Individuals:** Persons whose intention it is to give security under S. 427. **Purpose:** To maintain a record of Notices of Intention that have been registered and registrations that have been cancelled by a Certificate of Release. **Consistent Uses:** The information is used to respond to inquiries from the general public regarding the existence of a Notice of Intention. **Retention and Disposal Standards:** Records are held for 7 years from date of cancellation, then destroyed. Note: It is not necessary to make a formal request for access to the Bank Act Security register. Information on the register is available under the Bank Act to anyone on payment of the prescribed fee. Inquiries may be directed to Canadian Securities Registration Systems, Suite 180, 13571 Commerce Parkway, Richmond, B.C. V6V 2L1 **Related to PR#:** BOC DBO 270 **TBS Registration:** 004037 **Bank Number:** BOC PPU 045

### Bondholder Enquiries and Estate Files

**Description:** This bank contains names, addresses, social insurance numbers, registration or account identifiers and copies of legal documents that support the transfer of ownership of Government of Canada Securities and other correspondence between bondholders, or their authorized representatives, and the Bank of Canada. Included in the correspondence are: requests for information on Government of Canada Securities presently or previously held; communications



regarding errors in registration, lost security certificates, coupons and interest cheques. As of June 1995, general inquiries such as requests for information concerning the terms and conditions of specific issues and interpretations of the Domestic Bonds of Canada Regulations are retained only if received in paper form. The medium of retention is electronic. **Class of**

**Individuals:** General public. **Purpose:** The purpose of this bank is to store documents that support the transfer of ownership of Government of Canada Securities and other correspondence between bondholders, or their authorized representatives, and the Bank of Canada. The use of the social insurance number is required under the Income Tax Act.

**Consistent Uses:** The information is used to respond to enquiries from holders of Government of Canada Securities or their authorized representatives. **Retention and Disposal Standards:** Retention periods range from two years to indefinite. The records for lost security certificates or coupons are retained indefinitely if the original security certificates or coupons have not been located. However, if the original security certificate or coupon has been located after a replacement has been issued, these records are destroyed two years after reimbursement to the Bank of Canada. However, if the original security certificate or coupon is located prior to replacement, paper and images are destroyed one year after notification of discovery. The records pertaining to estate matters are held for ten years on microfiche, microfilm or electronic media and are then destroyed. (Authority – Destruction of Securities Regulations) Note: It is normally not necessary to make a formal request under the Privacy Act for your own personal information appearing in this register. Personal inquiries should be directed to New Canada Savings Bonds by calling 1-800-575-5151; by e-mail at [csb@csb.gc.ca](mailto:csb@csb.gc.ca); by writing to PO Box/CP 2770, Stn/Succ D, Ottawa, Ontario, K1P 1J7. **Related to PR#:** BOC GSS 335 **TBS Registration:** 004134 **Bank Number:** BOC PPU 015

#### Government of Canada Securities Registers

**Description:** This bank contains names, addresses, social insurance numbers, registration or account identifiers and a record of the securities held and redeemed by persons. **Class of Individuals:** Registered owners of Government of Canada Securities. **Purpose:** The purpose of this bank is to maintain a record from which the liability of the Government of Canada in the form of direct or guaranteed securities can be administered (the liability is established in the Receiver General's account (authority – Financial Administration Act)). Other purposes are to establish the status of individual securities and to respond to enquiries from bondholders or their authorized representatives. The use of the social insurance number is required under the Income Tax Act. **Consistent Uses:** The information is used in the general administration of the government's debt and, in particular, to maintain a

record of ownership of fully registered securities as required by the Domestic Bonds of Canada Regulations issued under the authority of the Financial Administration Act. The registers of fully registered bonds form the basis on which interest payments are made. The registers are also used to consult with bondholders periodically to determine client needs and the level of satisfaction with services provided, and to advise bondholders of new bond offerings. **Retention and Disposal Standards:** Records are maintained indefinitely on microfiche, microfilm or electronic media, including a computer database (Authority – Destruction of Securities Regulations). Note: It is normally not necessary to make a formal request under the Privacy Act for your own personal information appearing in this register. Personal inquiries should be directed to New Canada Savings Bonds by calling 1-800-575-5151; by e-mail at [csb@csb.gc.ca](mailto:csb@csb.gc.ca); by writing to PO Box/CP 2770, Stn/Succ D, Ottawa, Ontario, K1P 1J7. **Related to PR#:** BOC GSS 315 **TBS Registration:** 004132 **Bank Number:** BOC PPU 005

#### Personal Information Disclosed to Federal Investigative Bodies

**Description:** This bank has been established in accordance with subsection 8(4) of the Privacy Act in order to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation. **Class of Individuals:** Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act from federal investigative bodies. **Purpose:** The purpose of this bank is to permit the Privacy Commissioner to review disclosures, investigate complaints and report on any abuse of this disclosure provision. The use of the social insurance number is a requirement under the Income Tax Act. **Consistent Uses:** This bank is used to service inquiries from federal investigative bodies. **Retention and Disposal Standards:** Records are retained for at least two years following the date on which a request is received and are then destroyed. **TBS Registration:** 001595 **Bank Number:** BOC PPU 025

#### Public Key Infrastructure Subscriber Information

**Description:** This bank contains subscribers information collected by the Certification Authority of the Bank of Canada's Public Key Infrastructure. The Certification Authority is an internal entity used to issue, sign, revoke and manage digital certificates. A digital certificate is a secure electronic identity. Certificates typically contain a user's name and public key. Individuals that are subscribers of the Bank's Public Key Infrastructure have provided some identification and authentication information that may consist of their first and last name, photocopies of their passport, birth certificate, driver's license, employee service specific



identification card, health card or marriage certificate.

**Class of Individuals:** Bank of Canada employees, contractors, business partners and the public.

**Purpose:** to assist the Bank in providing security services for Web based transactions. These services include encryption, authentication and digital signature services. **Consistent Uses:** the information collected by the Certification Authority will only be used for the purpose of issuing digital certificates and to enrol and verify a subscriber's identity. **Retention and Disposal Standards:** private decryption keys stored by the CA never expire and will be kept indefinitely. Audit information, subscriber agreements and acknowledgements, and any identification and authentication information is retained for a minimum of seven (7) years following the termination of a certificate and then destroyed. **TBS Registration:** 005156 **Bank Number:** BOC PPU 050

### Registers of Interest Paid and Accrued

**Description:** This bank contains names, addresses, social insurance numbers and registration or account identifiers of persons to whom interest is paid, together with a record of all Government of Canada Securities held. The marketable debt interest payment data are maintained by interest payment date and series in a computer database. Since 1993, copies of these data have also been maintained on microfiche. The data on retail debt instruments are retained on microfiche, microfilm and electronic media, including a computer database. These data contain details relating to Income Tax Information Slips issued to holders of compound interest retail debt instruments purchased in 1990 and subsequent years. In addition, this bank contains requests to update data in the bank, including instructions for direct deposit of payments through a financial institution and for changes of address for mailing payments and Income Tax Information Slips. **Class of Individuals:** Registered owners of Government of Canada Securities. **Purpose:** The purpose of this bank is to maintain a record of the interest paid to holders of Government of Canada Securities. The use of the social insurance number is required under the Income Tax Act. **Consistent Uses:** The information is used to investigate and respond to enquiries from holders of Government of Canada Securities relating to interest payments. **Retention and Disposal Standards:** The marketable debt interest payment data are retained for six years in electronic form for cashed cheques. Records for outstanding cheques are held indefinitely. The interest payment data for retail debt instruments are retained on the computer database for a minimum of one year after issuance of the payment. Copies of these records are also retained on microfiche, microfilm or an electronic medium. Outstanding cheques and held payment data are retained indefinitely. Any direct deposit instructions received in paper form are recorded on microfilm and the paper request is destroyed. The microfilm records are retained for fifteen years and then are destroyed.

Change of address notifications received in paper form are retained for six months and then the paper request is destroyed. All address updates, regardless of the medium of the request, are maintained on a computer database for at least one year. Note: It is normally not necessary to make a formal request under the Privacy Act for your own personal information appearing in this register. Personal inquiries should be directed to New Canada Savings Bonds by calling 1-800-575-5151; by e-mail at [csb@csb.gc.ca](mailto:csb@csb.gc.ca); by writing to PO Box/CP 2770, Stn/Succ D, Ottawa, Ontario, K1P 1J7. **Related to PR#:** BOC GSS 320 **TBS Registration:** 004133 **Bank Number:** BOC PPU 010

### Retail Debt Products Surveys

**Description:** This bank contains information collected from the general public on their attitudes towards financial product attributes and to different combinations of these attributes. It also contains information on the public's ownership of various financial products (financial assets), the likelihood of purchase of new investment products and the amount of their purchase. **Class of Individuals:** General public. **Purpose:** The information is used for the purpose of determining the attitudes and reactions of the general public towards holding various investment instruments, including government debt instruments in particular. **Retention and Disposal Standards:** Records are kept for a period of two years, then destroyed. **Related to PR#:** BOC GSS 340 **TBS Registration:** 001941 **Bank Number:** BOC PPU 040

### Unclaimed Bank Balance Inquiries

**Description:** This bank contains letters requesting verification of ownership of unclaimed bank balances as well as requests to purchase the Unclaimed Bank Balance file. Requests originate with individuals, chartered banks, trust companies, barristers and solicitors and tracing companies acting on behalf of their clients. **Class of Individuals:** General public. **Purpose:** The purpose of this bank is to process requests, to compile statistics and to maintain a record of the results of the verification process. **Consistent Uses:** The information is used to respond to inquiries from owners of dormant accounts, or their authorized representatives in order to arrange for payments to rightful owners of these accounts. **Retention and Disposal Standards:** Positive responses to requests for verification of ownership are kept for seven years, then destroyed. Vouchers and supporting documentation regarding paid accounts under \$1000 are kept for 10 years. Negative responses to requests for verification of ownership are kept for two years, then destroyed. Records relating to the purchase of the unclaimed bank balance file are kept for a period of seven years, then destroyed. Note: Canadian chartered banks are required to transfer all deposit accounts, maintained in Canadian currency, that have been inactive for a period of ten years or more to the Bank of Canada, in accordance with Section 438 of the Bank

Act. This also includes all instruments (bank drafts, certified cheques, deposit receipts, money orders and travellers' cheques) that remain on the books of the chartered banks after a period of ten years from the date of issue. The Bank of Canada acts as a custodian for unclaimed bank balances, responds to general inquiries and claims, and makes payments, without fees, to those persons entitled to receive the proceeds. Balances with a value of less than \$500.00 that remain unclaimed are kept for a period of twenty years, from the last date of transaction, then are transferred to the Receiver General for Canada. The accounts that represent a balance of \$500.00 or more are kept indefinitely, or until claimed. It is not necessary to make a formal Access to Information request for access to the register of dormant accounts; personal inquiries may be directed to Unclaimed Balances Services (telephone: 1-888-891-6398); the register may also be searched via Internet at: <http://ucbswww.bank-banque-canada.ca>. As well, these records are available for sale, on a cost recovery basis, on certain magnetic media.

**Related to PR#:** BOC CSD 340 **TBS Registration:** 000073 **Bank Number:** BOC PPU 020

## Classes of Personal Information

### General Correspondence and Enquiries

Correspondence received from external organizations and individuals including requests for information, complaints, comments and suggestions related to a broad range of policy issues pertaining to the Bank's activities.

The personal information contained in this class normally includes the name and address of the enquirer, however, this form of personal information exists in a fragmented form throughout the subject files and is normally retrievable only if specifics of name, subject and the date of communication are provided.

The retention periods of these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

### Mailing Lists

This class contains correspondence and mailing lists which may contain personal information in the form of an individual's name, client number and, his or her home, business or mailing address.

The purpose of this class is to maintain standard lists for the mailing of publications, reports, press releases and other documentation on the Bank's activities and programs.

Paper records are kept for a period of three years, then destroyed. Records on the automated system are updated continuously as required and/or information is kept for two years on the system from the time a client becomes inactive.

## Manuals

- Agency Procedures Manual
- Control of Data and Valuables Manuals
- Data Examination and Preparation Manuals
- Data Processing Clerical Manuals
- External Procedures Manuals
- Interim Procedures Circulars
- Records Retrieval Manual
- Sample Letter Catalogue
- Statistics Canada – Bank of Canada Commodity Trade Concordance
- Statistics Manuals

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Bank of Canada under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Bank of Canada.

It is normally not necessary to make a formal request under the Privacy Act for information relating to an individual's own bond holdings or unclaimed bank balances. Individuals who wish to inquire about their status with respect to Canada Savings Bonds or other Government of Canada securities, may do so informally by writing to or contacting Client Services, Government Securities Services. Inquiries may be directed to:

Tel.: 1-800-575-5151  
TTY (Hearing Impaired): 1-800-354-2222  
Fax: (613) 782-7716

For Unclaimed Bank Balances, personal inquiries may be directed to:

Tel.: 1-888-891-6398  
E-Mail: [ucbalances@bank-banque-canada.ca](mailto:ucbalances@bank-banque-canada.ca)

Requests for further information about the Bank and its programs and functions may be directed to:

Bank of Canada  
234 Wellington Street  
Ottawa, Ontario  
K1A 0G9

Public Information office:  
Tel.: 1-800-303-1282  
Fax: (613) 782-7713

For information about or copies of Bank of Canada publications:

Publications Distribution:  
Tel.: (613) 782-8248  
E-Mail: [publications@bank-banque-canada.ca](mailto:publications@bank-banque-canada.ca)

For access to press releases, many of our major publications, and current financial data:

Web Site: [www.bank-banque-canada.ca](http://www.bank-banque-canada.ca)

## Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a reading room. The address is:

Bank of Canada  
234 Wellington Street  
Ottawa, Ontario.

Hours of operation are from 09:00 to 17:00,  
Monday through Friday.

For those individuals who wish to access files at the Bank's regional offices, special arrangements will be made upon request.

### British Columbia and Yukon

VANCOUVER, BC  
900 West Hastings Street  
V6C 1E6

Tel.: (604) 643-6227

### Prairie Provinces and Northwest Territories

CALGARY, Alta.  
404 6<sup>th</sup> Avenue S.-W.  
Suite 200  
T2P 0R9

Tel.: (403) 215-6700

### Ontario

TORONTO, Ont.  
20<sup>th</sup> Floor, Sun Life Building  
150 King Street W.  
M5H 1J9

### Quebec

MONTREAL, QC  
1501 McGill College Avenue  
Suite 2030  
H3A 3M8

Tel.: (514) 496-4800

### Atlantic Provinces

HALIFAX, NS  
1583 Hollis Street  
B3J 1V4

Tel.: (902) 420-4600



# Belledune Port Authority

## Chapter 5

The Belledune Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11<sup>th</sup> day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

# British Columbia Treaty Commission

## Chapter 6

### General Information

#### Background

The BC Treaty Commission ("BCTC") was created in September 1992 through an agreement between the Government of Canada, the Government of British Columbia and the First Nations Summit ("the Principals"), whose members represent the majority of First Nations in British Columbia.

The BCTC received statutory recognition through the Treaty Commission Act passed by the Legislature of British Columbia in April 1993 and through the BC Treaty Commission Act passed by the federal government in December 1995, both of which were proclaimed in force in March 1996. The First Nations Summit also passed a resolution in April 1993 to establish the BCTC.

#### Responsibilities

The role of the BCTC is to facilitate the negotiation of treaties and, where the Parties agree, other related agreements in British Columbia.

#### Legislation

- BC Treaty Commission Act

#### Organization

##### Administration

Responsible for finance, contracts and administration, human resources, and information management.

##### Table Negotiations

Responsible for monitoring negotiations and providing facilitation services where requested by all three parties; monitoring compliance with the Commission's Policies & Procedures for negotiations.

##### Negotiation Support Funding

Responsible for administering negotiation support funding which is provided by Canada and British Columbia to First Nations in the process.

#### Communications

Responsible for reporting annually on the Treaty Commission, the treaty process, treaty negotiations and the status of each negotiation, and under a Public Information and Education Agreement with the Government of Canada and the Government of British Columbia begun in 1997, responsible for province-wide information on the treaty process and treaty negotiations.

### Information Holdings

#### Program Records

##### Table Negotiations

**Description:** Records relating to progress of negotiations at all treaty negotiation tables. **Topics:** Information relating to Statements of Intent, Readiness Submissions, Framework Agreements, and Agreement in Principle negotiations. **Access:** Records are located in Vancouver. **Program Record Number:** BCTC NEG 005

##### Negotiation Support Funding

**Description:** Records relating to the allocation of negotiation support funding. **Topics:** Funding agreements, budgets, workplans, audits. **Access:** Records are located in Vancouver. **Program Record Number:** BCTC NSF 010

##### Communications

**Description:** Records relating to communication programs. **Topics:** Plans, Annual reports, newsletters, news releases, projects. **Program Record Number:** BCTC COM 015

##### Administration

**Description:** Records relating to internal office administration. **Topics:** Internal Office Finance, Commission meetings, human resources, information management systems. **Program Record Number:** BCTC ADM 020

#### Classes of Personal Information

##### Table Negotiations

The files kept for monitoring progress in negotiations contain some limited information on individuals within organizations participating in negotiations. This information is neither arranged nor retrievable by personal identifiers, except through a phone list.

### Negotiation Support Funding

In the course of managing negotiation support funding, some limited information is acquired on individuals within organizations dealing with funding. This information is neither arranged nor retrievable by personal identifiers, except through a phone list.

## Manuals

- BCTC Policies & Procedures Manual

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For general public information enquiries, please contact:

Brian Mitchell, Communications Manager  
British Columbia Treaty Commission  
Suite 203, 1155 West Pender Street  
Vancouver, British Columbia  
V6E 2P4

Tel.: (604) 482-9215

## Reading Room

In accordance with the Access to Information Act, an area on the premises of the Commission has been designated as a reading room. This reading room is located at:

Suite 203, 1155 West Pender Street  
Vancouver, British Columbia  
V6E 2P4



# Business Development Bank of Canada

## Chapter 7

### General Information

#### Background

The Business Development Bank of Canada (BDC) is a Crown corporation which was established by an Act of Parliament effective October 2, 1975 as the Federal Business Development Bank (FBDB), and continued under its new name by an Act of Parliament on July 13, 1995. FBDB, in turn, had succeeded the Industrial Development Bank which was formed in 1944.

BDC's mandate is to support Canadian entrepreneurship by providing financial and management services, giving particular attention to the needs of small and medium-sized enterprises. A network of branches across Canada provide the full range of the Bank's services to small and medium-sized businesses located in each branch territory.

#### Responsibilities

The Bank is responsible for acting as a complementary lender, providing funds by means of loans and equity financing to small and medium-sized businesses to fill out or complete services available from commercial financial institutions. Through its Investment Group, the Bank is also responsible for providing venture capital and subordinate financing in addition to, or in place of, loans and guarantees.

#### Legislation

- Business Development Bank of Canada Act

#### Organization

The Bank has a network of approximately eighty branches across Canada organized into areas reporting to a Head Office located in Montreal.

Corporate resources located in regional Service Centres and Head Office provide guidance to branches with respect to the application of established Bank policy and procedures. They also process financing applications for amounts exceeding branch limits.

The branches provide financing and management services to small and medium businesses located within their particular territory. Enquiries and applications for financing and managerial support are received by branch personnel and processed in accordance with established policy and procedure.

Furthermore, enquiries and applications may be received through the Business Service Centre located in Head Office.

The various services and departments of the Bank include the following:

#### Consulting Group (formerly Management Services Division)

The Consulting Group offers BDC's management services by providing consulting services to help Canadian entrepreneurs strengthen their management capabilities.

BDC's consulting services provide entrepreneurs with the specialized support they need to enhance their business performance. Consulting in a variety of areas including finance and accounting, human resources, marketing, planning and general management is provided through a network of experienced business professionals and specialists.

#### Financial Services

##### ◆ Investment Group

Responsible for all equity, venture capital and subordinate financing. Its role is to act as a catalyst in stimulating the formation of risk capital for companies with high growth potential. It ensures that all proposals satisfy Bank policy and are financially viable. This Division assesses, on a continuing basis, the adequacy and suitability of investment policy and procedures and, when necessary, recommends changes. The services of this Division include direct purchase of a minority ownership interest as well as syndication of proposals to other venture capitalists and financial institutions.

##### ◆ Loans Division

Establishes and oversees policies and procedures with respect to the provision of financial assistance to small and medium-sized businesses. In addition, the Division oversees the management of the Bank's loan portfolio for the entire life of all accounts. Most financing is provided in the form of loans for such purposes as purchasing fixed assets, replenishing working capital, refinancing, and financing a change of ownership. Guarantees may be provided to other financial institutions to enable a business to obtain an adequate line of credit. Through the operations of BDC Connex – BDC's "virtual bank" – BDC offers on-line access to its financial services.

## Head Office Departments

### ♦ Audit and Inspection Department

Conducts reviews of the Bank's systems of internal control.

### ♦ Controller's

Responsible for all financial planning, accounting and control in the Bank.

### ♦ Corporate Development

Responsible for formulating the Bank's strategic, corporate and operating plans, analysis of existing activities and corporate development. It also provides information on economic conditions and the impact of the Bank's activities upon the economy.

### ♦ Corporate Office

Provides the Bank with the strategic direction required to manage its activities and achieve its mandate and objectives.

### ♦ Government Relations

Responsible for the coordination of communications between the Bank and the Minister, the government and members of Parliament, and has responsibility for international relations.

### ♦ Human Resources and Administration

Provides the Bank with corporate-wide human resources management. It is also responsible for official languages, employment equity and payroll services. It also provides overall administration support services including lease administration of the Bank's premises.

### ♦ Insurance

Responsible for insurance related to loan security and corporate insurance.

### ♦ Legal Services and Corporate Secretariat

Provides legal advice to the Bank in connection with its specific program activities and support departments. This department is also responsible for the Board of Directors, its Committees, and responses to Parliament.

### ♦ Loan Portfolio Risk Management

Provides an ongoing assessment of the quality of authorized loans and ensures credit risk is minimized.

### ♦ Marketing

Develops all financial products, and ensure that the Bank's products evolve with the needs of its customers.

### ♦ Ombudsman's Office

Resolves all customer complaints not solved at other levels.

### ♦ Public Affairs

This department is responsible for advertising and public relations to promote the role and activities of the Bank.

### ♦ Systems and Technology

Develops and maintains business systems (manual and computerized) to support the operational functions and management information needs of the Bank.

### ♦ Training

Responsible for establishing and executing competency standards and accreditation methods to develop a balanced and skilled work force.

### ♦ Treasury

Responsible for funding of corporate cash requirements, monitoring of cash flow, deposit and investment of corporate funds and interest rate forecasts.

## Special Initiatives

The Bank also delivers programs on behalf of other government departments to meet the needs of specific entrepreneurial groups. One such initiative is the administration of the Student Business Loan program on behalf of Human Resources Development Canada. This program encourages full-time students to start-up their own business during the summer months.

## Information Holdings

### Program Records

#### Accounts History File

**Description:** Statistical information on all (past and present, dormant and active) loans, guarantees, investments and customer accounts since 1944. **Topics:** Account number; date authorized; geographical code; industrial code; original maturity date; actual maturity date. **Access:** Files are arranged by customer number. **Storage Medium:** Computer tape. **Program Record Number:** BDBC FLS 030

## Dead Loan File

**Description:** Statistical information on all loans. **Topics:** Account number; name; type of financing; zone codes; modifier; interest rate; statistical codes; authorization date; maturity date; gross authorized; net authorized and write-offs. **Access:** Files arranged by customer number. **Storage Medium:** Computer tape. **Program Record Number:** BDBC FLS 035

## Investments and Venture Capital

**Description:** Correspondence, policy, procedures, and records related to the disbursement and monitoring of funds where there is an investment or venture capital factor. **Topics:** Enquiries; submission and authorization procedures; policy and procedures on superseding and supplementary proposals; disbursements; monitoring of investments; underwriting; mergers; acquisitions and divestitures; arrears; category classification; write-offs. **Program Record Number:** BDBC FLS 045

## Loan Accounting and Processing System (LAPS)

**Description:** Database containing accounting and statistical information on Bank loans, investments and guarantees. The initial data are entered from the loan authorization form and are continually updated throughout the administration of a customer account. **Topics:** Customer identification – name, address, branch, industry code; category code and zone code; loan information – type of loan, loan category, investment, guarantee, disbursement, payment and write-off information. **Access:** Files arranged by customer number. **Storage Medium:** Computer disk or tape. **Program Record Number:** BDBC FLS 025

## Loans, Guarantees and Other Types of Financing

**Description:** Information on submission and authorization procedures, disbursements and category classification, as well as policy, procedures and correspondence related to other forms of financing. **Topics:** Superseding and supplementary credits; closely related accounts; leasing; interim bridge financing; conditional sales contracts; joint loans; disbursements; category classification and write-offs. **Program Record Number:** BDBC FLS 020

## Management Counselling and Consulting

**Description:** Information on policy matters governing the administration of the Bank's counselling and consulting services, accounting procedures and related correspondence. For many years, FBDB and BDC carried on their counselling services under the acronym "CASE" (Counselling Assistance to Small Enterprises). Information on policy matters and activities of financial and strategic planning services and related correspondence. **Topics:** Engagement of coordinators; contract administration; coordinator conferences;

recruiting of counsellors in each region; engagement of outside consultants; legal liability of counsellors; type of assignments; counsellor training; accounting and administration records; and the history of CASE. Evaluations of planning programs; conferences; activity reports; budgets; general administration. **Program Record Number:** BDBC MTS 055

## Management Services / Consulting Group

**Description:** Basic administrative records of the Consulting Group's management services, including publicity for the various services, budgets, costs, and financial statements; reports and operating statistics for each activity, as well as miscellaneous information, copyright data, and correspondence with other organizations. **Topics:** Complimentary letters; CASE and management training; budgets; operational plans; strategic overviews; accounting; auditors; sales tax; systems development; activity reports – head office, regional and branch statistical reports, evaluations and related correspondence; Small Business Week; Business Management Awards. **Program Record Number:** BDBC MTS 050

## Policy

**Description:** Information on Bank lending policy and, in particular, its policy with respect to the availability of funds elsewhere, commitment and standby fees, prepayment indemnities, interest rates, and refinancing of funds. **Topics:** Availability of funds; change of ownership; types of business; commitment and standby fees; interest rates; refinancing; prepayment indemnity; working capital; credit bureaus. **Program Record Number:** BDBC FLS 010

## Reports

**Description:** Activity reports prepared by Financial Services at Head Office, the areas and branches, including reports of accounts in arrears, equity investments, write-offs, and disbursements. **Topics:** Reports – from head office, areas and branches on accounts (over \$500,000) in arrears for more than one month; progressive reports; estimate of possible losses; equity investments report (monthly and semi-annually); summary of write-offs and review report; applications declined; report on operations; regional activity schedule; report analysis of accounts by category; report on loan authorizations; liability reports; loans partially disbursed; recoveries expected on accounts written off; monthly report on loans fully undisbursed; and semi-annual investment return reports. **Program Record Number:** BDBC FLS 005



## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

### Accounts and Accounting

### Pacts and Legislation

### Administration

### Administration and Management Services

### Audits

### Budgets

### Buildings

### Buildings and Properties

### Co-operation and Liaison

### Equipment and Supplies

### Finance

### Furniture and Furnishings

### Lands

### Office Appliances

### Procurement

### Utilities

### Vehicles

## Personal Information Banks

### Access to Information and Privacy

#### Requests Data Bank

**Description:** This bank contains the access to information and personal information request forms or letters sent by individuals requesting access to files, the replies to such requests and information related to their processing, including copies of information that may have been disclosed and any record of subsequent complaints. **Class of Individuals:** Individuals legally entitled to access. **Purpose:** The information is used for processing requests; to assist in the preparation of annual activity reports, and to provide a record of all such requests received by the Bank. **Consistent Uses:** Compiling statistics for required reports. **Retention and Disposal Standards:** These files are held for six years after the last administrative use, then destroyed. **TBS Registration:** 003747 **Bank Number:** BDBC PPU 030

### Applications for Employment

**Description:** This bank contains recruitment documents or applications for employment with the Bank and any related correspondence. This bank may also contain personnel or staffing interviews, psychological tests, test results and analysts' reports. **Class of Individuals:** Potential BDC employees. **Purpose:** To meet the human resources needs of BDC. **Consistent Uses:** Information may be transferred to an employee bank if the individual is offered and accepts employment. This information may also be used for

research, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** Retained a minimum of two years. However, unsolicited applications are destroyed after six months. **TBS Registration:** 003750 **Bank Number:** BDBC PPU 020

### Board of Directors

**Description:** This bank contains correspondence relating to recommended nominees, the Order-in-Council appointing the member, a brief biography, statement of qualifications, statement of acceptances, oath of fidelity and secrecy and statement of conflict of interest. **Class of Individuals:** Candidates for appointment and appointees to the Bank's Board of Directors. **Purpose:** The purpose of this bank is to assist in the appointment of individuals as directors of the Bank and to record information regarding their services as directors, including declarations on conflict of interest. **Consistent Uses:** The information in this bank is used for reporting required for Treasury Board Secretariat and the Privy Council Office. **Retention and Disposal Standards:** Records are retained permanently for historical purposes. **TBS Registration:** 003754 **Bank Number:** BDBC PPU 095

### Customer Surveys

**Description:** This bank contains responses obtained via questionnaires relating to customer knowledge of BDC products and/or satisfaction with its dealings with BDC and may include the customer's name, address and telephone number. **Class of Individuals:** Potential, current, and former BDC customers. **Purpose:** The information is used to obtain an accurate assessment of customer satisfaction and awareness. **Consistent Uses:** Compiling statistics for required reports. **Retention and Disposal Standards:** Records are kept for a period of 1 year, archived for 5 years then destroyed. **TBS Registration:** 003924 **Bank Number:** BDBC PPU 100

### Loan Applications – Client Files

**Description:** This bank contains information relating to individuals who apply for different types of loans offered by the Bank under various programs. The information consists of loan application forms, financial statements, appraisal reports, personal income and other client profile information, copies of correspondence relating to the repayment and ongoing administration of the loans and related legal documentation. **Class of Individuals:** Individuals who apply for loans. **Purpose:** The purpose of this bank is to determine eligibility for loans and the administration of loans. **Consistent Uses:** Information in this bank is used for statistical purposes, monitoring, loan renewals, collection and recovery administration. Information may be shared with entities used by BDC in collection and recovery proceedings. **Retention and Disposal Standards:** Records on approved loans are retained for 1 year from the date loan is fully repaid, and

then archived for 10 years after which time they are destroyed. Files for abortive/cancelled loans or withdrawn/rejected applications are kept for 2 years, and then destroyed. Written off accounts are kept five years after they've been written off and archived for another 10 years and then destroyed. **TBS Registration:** 003753 **Bank Number:** BDBC PPU 050

### Mailing Lists

**Description:** This bank contains mailing lists with the names and addresses of individuals, firms, companies, groups, etc. **Class of Individuals:** Individuals, firms, companies, groups, etc. **Purpose:** To maintain standard lists of individuals, organizations, groups, businesses, etc., for the purpose of mailing publications, reports, newsletters, information bulletins and other documentation on BDC's activities, programs and marketing. **Consistent Uses:** The information is used to mail and distribute documentation to individuals on the mailing lists. **Retention and Disposal Standards:** Records are updated continuously and the information is kept until superseded. **TBS Registration:** 003755 **Bank Number:** BDBC PPU 045

### Management Services' Participants

**Description:** This bank contains the names, addresses and telephone numbers of participants in seminars and workshops offered under the consulting, counselling, training and mentoring programs of BDC's Consulting Group (formerly the Management Services Division). It may also contain company name, type of business, size of business and other company demographics. **Class of Individuals:** Individuals, organizations, firms, businesses, etc. **Purpose:** To maintain standard lists of individuals, organizations, firms and businesses for marketing purposes to mail information on current forthcoming events. The information may also be used for statistical purposes to provide analytical reports and have a better understanding of clientele profile. **Consistent Uses:** The information is used to mail and distribute documentation to participants. **Retention and Disposal Standards:** Records are updated continuously and information kept until superseded. **TBS Registration:** 003756 **Bank Number:** BDBC PPU 040

### Regional Register of CASE Counsellors and Consultants

**Description:** This bank contains information on business and professional people who are registered as counsellors under the former CASE counselling program (now the Bank's Consulting Group Services). The information consists of their name, address, telephone number, SIN number, areas of specialization, availability, travel restrictions and background. **Class of Individuals:** Business and professional people registered under the program. **Purpose:** The data

was compiled or obtained to provide information to coordinators on the qualifications and experience of counsellors with a view to matching them with the needs of the applicant business. **Retention and Disposal Standards:** Records are retained for six years from the date they become inactive. **TBS Registration:** 003371 **Bank Number:** BDBC PPU 005

### Requests from Federal Investigative Bodies

**Description:** This bank contains requests for personal information pursuant to paragraph 8(2)(e) of the Privacy Act by federal investigative bodies, the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests. **Class of Individuals:** Individuals being investigated by federal investigative bodies. **Purpose:** The purpose of this bank is to meet the requirements of the Act. **Consistent Uses:** Compiling statistics relating to requests from federal investigative bodies. **Retention and Disposal Standards:** Files are retained for six years after their last administrative action and are then destroyed. **TBS Registration:** 003746 **Bank Number:** BDBC PPU 025

### Temporary Help Agencies

**Description:** This bank contains a list of calls made for temporary help services. It includes the names of the agencies contacted, the name of the person referred, the hourly rate charges by the agency, the approximate duration of employment, the name of the contact person at the agency and a description of the selection criteria. **Class of Individuals:** Personnel referred by the agencies. **Purpose:** The purpose of this bank is to maintain a record of temporary help personnel. **Consistent Uses:** This bank is also used to back up financial records and invoices. **Retention and Disposal Standards:** The records are retained for two years for administrative purposes and then destroyed. **TBS Registration:** 003749 **Bank Number:** BDBC PPU 015

### Classes of Personal Information

In the course of conducting the programs and activities of the Loans, Investment Group and Consulting Group Divisions, some personal information may be accumulated within the Bank's client files. Information may include such items as an individual's name, age, marital status, employment or managerial history, or information relating to financial transactions in which the individual is or has been involved. This form of personal information is normally retrievable only if specific information concerning the name of the enterprise or the number of the account concerned is provided.

## Manuals

- BDC Circular Manual
- Environmental Risk Management Manual
- Legal – Miscellaneous Procedures Guides
- Modules and resource books for Credit Personnel Training Program
- Standard File Classification Manual
- Various guidebooks for new BDC financing products and consulting services

## Additional Information

Requests for further information about the Bank and its various programs and functions may be directed to:

Director, Communications  
Business Development Bank of Canada  
BDC Building  
5 Place Ville Marie  
Montréal, Quebec  
H3B 5E7

Tel.: (514) 283-7515

## Reading Room

In accordance with the Access to Information Act, an area in the Bank's Legal Services library at the premises listed below has been designated as a public reading room:

Head Office  
BDC Building  
5 Place Ville Marie  
Montréal, Quebec  
H3B 5E7

Tel.: (514) 283-5904



# Canada Council for the Arts

## Chapter 8

### General Information

#### Background

The Canada Council for the Arts was created by the Parliament of Canada in 1957 (Canada Council Act, 1957, RSC 1970 c-2, s. 1 as amended). The mandate of the Canada Council (Section 8(1)) is "to foster and promote the study and enjoyment of, and the production of works in, the arts."

#### Responsibilities

The general policy objective of the Canada Council for the Arts is to recognize, foster and promote excellence in the arts. Most of its grants are awarded through an extensive system of competitions judged by assessment committees of practising artists and other independent specialists in the particular disciplines.

In addition to its mandate to foster and promote the arts, the Canada Council for the Arts has been assigned responsibility for the Canadian Commission for the United Nations Educational, Scientific and Cultural Organization (UNESCO) (Subsection 8(2), Order-in-Council PC 1957-831), in conformity with the constitution of UNESCO.

The Council also administers the Killam program of scholarly awards and prizes, financed from a private legacy. The Public Lending Right Commission, which provides payments to Canadian authors for the public use of their works in Canadian libraries, operates under the aegis of the Council.

#### Legislation

- Canada Council Act, 1957 Chapter C-2
- The Canada Council By-laws
- Canadian Commission for UNESCO Constitution and By-laws

#### Organization

##### Board of Directors

The Council is headed by a Board consisting of 11 members who are appointed by the Governor in Council. The Board meets at least four times a year and is responsible for all policy and financial decisions as well as other matters that are implemented by a staff headed by a Director, who is also appointed by the Governor in Council.

##### Director's Office

The Director of the Council is the chief executive officer of the Council. The Director's Office is responsible for overseeing and directing the work of the Council staff in the development and delivery of programs, grants and services.

##### Administration Division

This Division includes the Secretary-Treasurer's Office, the Human Resources Section, the Finance Section, Administrative Services and Information Management Services. The Division provides various corporate services such as personnel, financial and office management as well as the development, implementation and maintenance of Council's automated systems.

##### Public Affairs, Research and Communications Division

This Division undertakes advocacy initiatives in partnership with artists, arts organizations and other public bodies and institutions, and manages the Council's Parliamentary and business advocacy programs. The Division organizes special events, awards presentations and implements proactive media relations. It houses the Council's research, policy analysis and functions and monitors cultural policy development. It is also responsible for the Council's website and corporate publications. The Outreach Program works as a part of this department and assists artists in developing new audiences and markets for their work on a national and international level.

##### Arts Division

The Arts Division is headed by a Director and is composed of six arts sections; Dance, Music, Theatre, Visual Arts, Media Arts, Writing and Publishing and three units Inter-Arts Office; Arts Services Unit, and the Aboriginal Arts Secretariat. The Director of the Arts Division is responsible for managing the development and operation of grant programs which provide financial support to Canadian artists and arts organizations. The Arts Services Unit provides administrative services to the arts sections through four major areas of activity; grant and prize application registry; reference and document centre; program information resource centre, program outreach and dissemination; and analysis to program development; and strategic priorities.

## Equity Office

This Office supports the Council's strategic focus of equality of opportunity for culturally diverse artists and organizations thus ensuring the application of democratic processes and transparency that foster equal opportunity for all.

## Canada Council Art Bank

The Art Bank promotes original contemporary Canadian art through a unique rental program available to public and private sector clients across Canada. It offers clients access to the largest selection of works of art in the country which includes 18,000 paintings, sculptures, drawings, photographs, and prints by over 2,500 artists.

## The Prizes and Endowments Section

Administers over 100 individual prizes, fellowships and awards to Canadian artists and scholars each year, for a total of close to \$3 million. In addition to the arts prizes, the Council's Killam Program awards prizes and fellowships to Canadian scholars of exceptional ability engaged in significant research projects in the humanities, social sciences and natural sciences. Many of the prizes and awards are privately endowed and are given in perpetuity, in memory of the donors.

## Public Lending Right Commission The Public Lending Right (PLR)

Commission administers a program of payments to Canadian authors for the public use of eligible books catalogued in libraries across Canada. The PLR Board is responsible for setting general program policies.

## Canadian Commission for UNESCO (United Nations Education, Scientific and Cultural Organization)

The Canadian Commission for UNESCO has been housed within the Canada Council since it was established in 1957. The Commission advises the Government of Canada on its relations with the United Nations Education, Scientific and Cultural Organization (UNESCO) one of the foremost specialized agencies of the United Nations. The Commission also fosters cooperation between Canadian organizations in civil society and UNESCO.

## Information Holdings

### Program Records

#### Arts Division – General File

**Description:** Correspondence and other information on the Arts Division, but not unique to a specific discipline or section. **Topics:** Policies and procedures; reports; and studies; **Access:** Information arranged by program, by subject. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CAC ART 015

#### Dance Program Files

**Description:** The Dance Section is responsible for coordinating the grant application process and awarding of grants to individual artists and professional Canadian companies or organizations. The Section also holds information on program criteria, Council procedures, peer assessment and advisory committees. **Topics:** Programs include: Grants to Dance Professionals, Production Project Grants for Dance Collectives and Companies, Travel Grants to Dance Professionals, Creation /Production in Dance, Program of Presenter Support, Support Services to the Dance Milieu, Dance Touring Grants, Annual Grants for Dance Managers and Agents, Support to Aboriginal Peoples Dance Organizations and Collectives, International Co-Production Program for Dance and The Dance Flying Squad. **Access:** Files arranged by applicant name, program and subject. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CAC DAS 060

#### Music Program Files

**Description:** The Music Section is responsible for coordinating the grant application process and awarding of grants to individual artists, and professional Canadian companies or organizations. The Section also holds information on program criteria, Council procedures, peer assessment and advisory committees. **Topics:** Programs include: Grants to Professional Musicians (individuals), Aboriginal Peoples Music Program, Career Development Program, Travel Grants to Professional Musicians, Residencies and Commissioning of Canadian Compositions, Choir Program, Concert Production and Rehearsal Program for Aboriginal, Classical, Folk, Jazz and World Music, Grants for Specialized Music Sound Recording, Classical Contemporary/New Music Organizations Program, Professional Orchestra Program, Opera/Music Theatre Program, Music Touring Program, Music Festivals Programming Project Grants and Music Festival Travel Grants. **Access:** Files arranged by

applicant name, program and subject. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CAC MUS 100

### Theatre Program Files

**Description:** The Theatre Section is responsible for coordinating the grant application process and awarding of grants to individual artists, and professional Canadian companies or organizations. The Section also holds information on program criteria, Council procedures, peer assessment and advisory committees. **Topics:** Programs include: Grants to Theatre Artists, Travel Grants to Theatre Artists, Travel Assistance to Theatre Artistic Directors and Presenters, Grants for the Translation of Canadian Theatre Works, Theatre Production Project Grants (Creation/Development), Developmental Support to Aboriginal Theatre Organizations, Annual Operating Grants to Professional Theatre Organizations, Canadian Creation Program, Theatre Touring and Special Initiatives Program, Theatre Presenting Program (Pilot), Theatre International Pilot Program and The Flying Squad. **Access:** Files arranged by applicant name, program and subject. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CAC THS 110

### Visual Arts Program Files

**Description:** The Visual Arts Section is responsible for coordinating the grant application process and awarding of grants to individual artists, and professional Canadian companies or organizations. The Section also holds information on program criteria, Council procedures, peer assessment and advisory committees. **Topics:** Programs include: Creation/Production Grants to Professional Artists, Travel Grants to Professional Artists, Assistance to Aboriginal Curators for Residencies in Visual Arts, Assistance to Culturally Diverse Curators for Residencies in Visual Arts (Pilot Program), Project Grants to Organizations, Annual Grants to Organizations, and Major International Exhibitions. **Access:** Files arranged by applicant name, program and subject. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CAC VAS 150

### Media Arts Program Files

**Description:** The Media Arts Section is responsible for coordinating the grant application process and awarding of grants to individual artists, and professional Canadian companies or organizations. The Section also holds information on program criteria, Council procedures, peer assessment and advisory committees. **Topics:** Programs include: Grants to Film and Video Artists, Grants to New Media and Audio Artists, Aboriginal Media Arts Program, Travel Grants

to Media Artists, Grants for Media Arts Dissemination and Grants to Media Arts Production Organizations.

**Access:** Files arranged by applicant name, program and subject. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CAC MAS 175

### Writing and Publishing Program Files

**Description:** The Writing and Publishing Section is responsible for coordinating the grant application process and awarding of grants to individual artists, and professional Canadian companies or organizations. The Section also holds information on program criteria, Council procedures, peer assessment and advisory committees. **Topics:** Programs include: Grants for Professional Writers – Creative Writing and Author Residencies, Travel Grants to Professional Writers, Grants to Aboriginal Writers, Storytellers and Publishers, Spoken and Electronic Words Program, Book Publishing Support, International Translation Grants, Grants to Literary and Art Magazines, Co-operative Projects in Writing and Publishing, Literary Readings and Festivals, Governor General's Literary Awards (submissions by publishers only), and Canada-Japan Literary Awards. **Access:** Files arranged by applicant name, program and subject. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CAC WPS 165

### Inter-Arts Program Files

**Description:** The Inter-Arts Office is responsible for coordinating the grant application process and awarding of grants to individual artists, collectives and professional Canadian groups, companies or organizations. The Section also holds information on program criteria and peer assessments. **Topics:** Inter-Arts Program (performance art, interdisciplinary work and new artistic practices) and Multidisciplinary Festivals Project Grants. **Access:** Files arranged by applicant name, program and subject. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CAC INT 006

### Outreach Program Files

**Description:** The Outreach Program is responsible for coordinating the grant application process and awarding of grants to individual artists, collectives and professional Canadian groups, companies or organizations. The Section also holds information on program criteria and peer assessments. **Topics:** New Audience and Market Development Travel Assistance. **Access:** Files arranged by applicant name, program and subject. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CAC OUT 007



### Aboriginal Arts Secretariat and Program Files

**Description:** In collaboration with the Aboriginal Advisory Committee on the Arts and with all Sections at the Canada Council for the Arts, the Aboriginal Arts Secretariat has primary responsibility for developing policies, programs, strategic initiatives and budgets to support Aboriginal Peoples' artistic practices in all disciplines currently recognized by the Council, as well as those defined by Aboriginal artists. **Topics:** It also administers the Aboriginal Peoples' Collaborative Exchange Program which has a National and an International component. **Access:** Files arranged by applicant name, program and subject. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CAC ART 018

### Equity Office – Programs

**Description:** Correspondence and other information on Cultural Equity in the Arts. **Topics:** Program criteria; artists' letters and responses, prospective peer members; racial equality – Council documents; successful application reports; Report and recommendations of the Advisory Committee for Racial Equality in the Arts at the Canada Council for the Arts, advisory committee for equity in the arts; joint committee for aboriginal and racial advisory committees; **Access:** Files arranged by subject, **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CAC ART 016

### Art Bank – Artwork Rental and Client Activity Databank

**Description:** The Artwork Rental/Client Activity (ARCA) has replaced the Art Bank Data Bank and the Art Bank Digital Image Bank. ARCA is a client/server application which manages all aspects of art work rental plus client activity, that also includes an image database and tracks artwork location and status. **Topics:** ARCA has four integrated modules; Collection Management for acquisition, cataloguing, conservation and deaccession of assets; Contact Management for clients, artists, and dealers; Rental Activity for service documents, contracts and invoices for rentals, loans and exhibition; Marketing for selection of art works, creation of web galleries, viewing and browsing the image database. **Access:** Information arranged by subject and program. **Storage Medium:** Computerized database, paper case files. **Program Record Number:** CAC ART 001

### Art Bank Programs

**Description:** Correspondence and information on the Art Bank. **Topics:** Program criteria; Art Advisory Committee; Art Acquisition Committee; insurance; loans to art galleries for exhibitions; long-term loans to galleries; special purchase assistance; special projects. **Access:** Files arranged by subject. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CAC ARB 155

### Endowments and Prizes – Programs

**Description:** Correspondence and case files on the various awards and prize programs operated by the Canada Council for the Arts. **Topics:** Canada Council Molson Prizes; Izaak Walton Killam Memorial Prizes; Glenn Gould Prize; Saidye Bronfman Award. Awards by discipline: Dance: Jacqueline Lemieux Prize; Dance and Theatre: Peter Dwyer Scholarships. Literature: Governor General's Literary Awards, Canada-Switzerland Literary Prize, Canada-Australia Literary Prize, Canada-French Community of Belgium Literary Prize, Canada-Scotland Writer Exchange Prize, CBC/Canada Council for the Arts/EnRoute Literary Award and the Canada-Japan Literary Award. Media Arts: Bell Canada Award in Video Art and the Petro-Canada Award in New Technologies. The Governor General's Award in Visual and Media Arts. Music: Canada Council CBC Amateur Choirs Competition, Canada Council Musical Instrument Bank, Eckardt-Gramatté Music Competition, Virginia Parker Award, Sylva Gelber Foundation Award, Jules Léger Prize for New Chamber Music, Healey Willan Prize, Canada Council Grand Prize for the CBC Young Composers Competition, Sir Ernest MacMillan memorial Prize in Choral Conducting, Robert Fleming Prize for Young Composers and the Jean-Marie Beaudet Award in Orchestral Conducting. Theatre: John Hirsch Prize and Theatre for Young Audiences. Visual Arts: Governor General's Medals in Architecture, Jean A. Chalmers Fund for the Crafts, Prix de Rome in Architecture, Ronald J. Thom Award for Early Design Achievement; the Duke and Duchess of York Prize in Photography and the York Wilson Endowment Award. Various Arts Disciplines: J.B.C. Watkins Award, Joseph S. Stauffer Prizes, Vida Peene Awards and Victor Martyn Lynch-Staunton Awards. Fine Arts or Humanities: Coburn Fellowships, Humanities, Social Sciences, Health Sciences, Natural Sciences and Engineering: Killam Research Fellowships and the John G. Diefenbaker Research Award. International Prizes: Kennedy Centre Fellowships of the Americas. **Access:** Files arranged by subject. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CAC ART 005

### Enquiries and Correspondence

**Description:** General enquiries on eligibility for grants under programs administered by the Canada Council for the Arts; also general correspondence. **Topics:** Routine correspondence – ineligible project proposals, requests for information, requests for application forms. **Access:** Files arranged by enquirer and are retained for two years. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CAC AAS 025

### Peer Assessors and Disciplinary Advisors

**Description:** Separate peer assessment committees are set up to evaluate applications to each program of the Canada Council. There are generally from three to

seven members on each committee. Selection is made from the arts community most relevant to the applications to be evaluated, taking into consideration the members' specialization, experience and expertise, and analytical abilities. Selection is also based on providing balanced representation of gender, regional and cultural diversity, the two official languages and Aboriginal peoples. The Disciplinary Advisory Committees provides advice and or recommendations to the Council on the needs of their respective community and on issues relating to Aboriginal peoples and cultural diversity.

**Topics:** The information included on assessors and advisory members include: address, gender, language (French or English, bilingual if applicable), home and/or business telephone number(s), status, art discipline and specialization(s), affiliation and historical records of services rendered. **Access:** Information arranged by individual's name, program and subject. **Storage Medium:** Computerized database. **Program Record Number:** CAC ART 003

#### Public Lending Right Commission Data Bank

**Description:** In addition to hard copy files on all PLR registrants, a data bank of information is maintained on each registrant. Information is taken from these data files to produce the cheques sent annually to eligible PLR registrants and to produce statistics for the annual report. **Topics:** The information includes the registrant's name, address, telephone number, citizenship, language (English or French) and Social Insurance Number. Individual payment history summaries and lists of declared book titles are also maintained. In addition, a record is kept on each registered title. Recorded here are the title's category (fiction, non-fiction, etc.), its language (English, French, bilingual, other), eligibility, library search results, the amount paid in the current year and the status of the registrants (author, translator, etc.). **Access:** Information arranged by individual's name and title. **Storage Medium:** Computerized database. **Program Record Number:** CAC ART 004

## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

#### Accounts and Accounting

#### Acts and Legislation

#### Administration and Management Services

#### Audits

#### Budgets

#### Employment and Staffing

#### Equipment and Supplies

#### Finance

#### Human Resources

#### Office Appliances

#### Pensions and Insurance

#### Personnel

#### Salaries and Wages

#### Staff Relations

#### Training and Development

## Personal Information Banks

#### Arts Organizations/Companies' Grant Files

**Description:** Arts organizations and companies' grant files containing correspondence relating to the preliminary inquiry, the application with supporting data, financial information, the adjudication result and details of payment if a grant is awarded. Files may also contain artistic assessments. The files are organized alphabetically according to the program and discipline. **Class of Individuals:** Arts organizations and companies in the following disciplines: Theatre, Music, Dance, Writing and Publishing, Visual and Media Arts. **Purpose:** Contains files of arts organizations and companies who have applied for a grant to the various programs at the Canada Council for the Arts. **Consistent Uses:** The files are used in the adjudication process of grant requests. **Retention and Disposal Standards:** Paper files are retained for eight years by the Canada Council for the Arts. **PAC Number:** 83-038 **TBS Registration:** 001648 **Bank Number:** CAC PPU 130

#### Access to Information and Privacy Bank

**Description:** This bank contains requests from individuals seeking information under the Access to Information and Privacy Acts, replies to such requests and information related to their processing. **Class of Individuals:** Canadian citizens, other individuals who have made requests under the Acts. **Purpose:** The bank is used to process requests of access to information and privacy and report the total number of requests processed. **Retention and Disposal Standards:** Records are maintained for two years following the last administrative action. **TBS Registration:** 003288 **Bank Number:** CAC PPU 145

#### Applications for Employment

**Description:** The bank is used to maintain an inventory of applications received from individuals seeking employment with the Canada Council. Records include both applications solicited for specific competitions and unsolicited applications. It may include covering letters, career résumés and letters of recommendation. Résumés normally provide individual's name, social insurance number, address, personal



characteristics, employment history, and other personal information. **Class of Individuals:** Individuals – Canadian citizens or permanent residents. **Purpose:** Applications are used to assist in filling available positions. **Retention and Disposal Standards:** Solicited applications are kept for two years and suitable unsolicited applications are kept for six months. **TBS Registration:** 003274 **Bank Number:** CAC PPU 090

### Arts Tracking System

**Description:** The ATS is a corporate database system used for the Canada Council's operations and activities. It provides a single repository for all information on contacts and programs, tracks grant applications and grant processing and generates corporate mailings. There are electronic links to the Financial Management System for budget allocations and payments. **Class of Individuals:** Individuals, artists, peer assessors, members of arts organizations and associations, Members of Parliament, government staff, media contacts, university personnel and the Canada Council's clients. Each computer record has a unique reference number which identifies the contact. **Purpose:** The Arts Tracking System replaces any databases of systems previously used to register, store, modify or manage contact data, grant processing and corporate mailing lists. **Consistent Uses:** The ATS tracks grant applications and facilitates the sending of Council's publications to interested parties. The Canada Council for the Arts' mailing list of organizations may be sold to other organizations and or institutions. **Retention and Disposal Standards:** Records are revised on an ongoing basis. Names are added or inactivated at the request of contacts, or as programs change. **TBS Registration:** 004244 **Bank Number:** CAC PPU 020

### Biographical Files

**Description:** The purpose of this bank is to collect biographical information on artists, including biographies sent by artists or their dealers, invitations to exhibition openings, newspaper clippings, etc. **Class of Individuals:** Artists. **Purpose:** It is used as research information by staff. **Retention and Disposal Standards:** Records are kept permanently. **TBS Registration:** 003278 **Bank Number:** CAC PPU 050

### Damaged/Lost Works

**Description:** The purpose of this bank is to document lost or damaged art bank works. It contains condition reports, correspondence with clients, conservators, insurance adjusters, etc., as well as invoices and copies of cheques. **Class of Individuals:** Individual artists, conservators, insurance adjusters. **Purpose:** It is used to keep track of damaged works, restoration procedures, costs and payment and where works were lost or stolen. **Retention and Disposal Standards:** Records are kept permanently. **TBS Registration:**

003281 **Bank Number:** CAC PPU 065

### Federal Investigative Body Requests

**Description:** This bank contains requests made by federal investigative bodies, as well as records of disclosure (if the request is granted), occasional legal opinions and related material. Individuals seeking access to this bank should provide their full name and address. **Class of Individuals:** Individuals from whom information has been requested by federal investigative bodies. **Purpose:** The purpose of this bank is to ensure that requests by federal investigative bodies for personal information held by the Canada Council are properly authorized. **Consistent Uses:** The records are used to monitor and maintain a record of the information requested and/or provide it to federal investigative bodies, and to ensure compliance with the Privacy Act. The records may be viewed by the Privacy Commissioner or delegate when investigating complaints. **Retention and Disposal Standards:** Records in this bank are retained for two years after their last administrative use, and are then destroyed. **PAC Number:** 85-001 **TBS Registration:** 001650 **Bank Number:** CAC PPU 140

### Individuals' Arts Grant Files

**Description:** Contains the correspondence relating to the preliminary inquiry, the application with supporting data which includes the name, address, phone, fax or e-mail numbers, budget of the proposed project of each candidate applying for a grant as well as the adjudication result and details of payment if a grant is awarded. The files are organized alphabetically according to the program and discipline. **Class of Individuals:** Individual artists. **Consistent Uses:** Used in the adjudication process of grant requests and to provide data for statistical analysis of requests for individual grants. **Retention and Disposal Standards:** Paper files are retained for eight years by the Canada Council for the Arts. **PAC Number:** 83-038 **TBS Registration:** 000313 **Bank Number:** CAC PPU 115

### Installation Works of Art Files

**Description:** It contains diagrams and forms, supplied by artists or their dealers, giving details on installation of works of art. **Class of Individuals:** Individual artists, dealers. **Purpose:** The purpose of this bank is to collect descriptive data on works purchased, especially on how works should be installed. The files are used to identify works and assist with their installation. **Retention and Disposal Standards:** Records are kept permanently. **TBS Registration:** 003282 **Bank Number:** CAC PPU 045

### Izaak Walton Killam Memorial Prize

**Description:** The files contain names, addresses,



phone, fax or e-mail numbers and curriculum vitae of candidates, as well as up to 12 confidential letters of nomination and support sent directly to the Killam Program. The files are organized numerically. The bank is managed by the Killam Program office. **Class of Individuals:** Candidates who have been nominated for the Izaak Walton Killam Memorial Prize. **Purpose:** The files are used for the adjudication of the Prize.

**Retention and Disposal Standards:** Paper files are retained for eight years by the Canada Council for the Arts. **TBS Registration:** 002206 **Bank Number:** CAC PPU 160

#### Killam Research Fellowship

**Description:** The files contain names, addresses, phone, fax or e-mail numbers and curriculum vitae of candidates, four or more letters of appraisal sent directly to the Killam Program by assessors selected by Killam staff, and two or more letters of appraisal sent directly to the Killam Program by referees nominated by the candidate. The files are organized numerically. **Class of Individuals:** Applicants for a Killam Research Fellowship. **Purpose:** The files are used for the adjudication of the Fellowship competition.

**Retention and Disposal Standards:** Paper files are retained for eight years by the Canada Council for the Arts. (**TBS Registration:** 002208 **Bank Number:** CAC PPU 155)

#### Public Lending Right Commission Case Files

**Description:** This bank contains the name, address, phone number, Social Insurance Number and citizenship of the applicant, plus supporting documentation for the book titles being registered. In each author's file, there is a yearly record of the number of libraries the books were found in, the amount the individual books earned, and the author's total PLR earnings for the year. **Class of Individuals:** Canadian authors, co-authors, editors, translators, illustrators, anthology contributors and photographers who have applied for the PLR Program. **Purpose:** The files are used to verify that authors and titles are eligible under the criteria established by the Commission. **Retention and Disposal Standards:** All files are retained.

**TBS Registration:** 002207 **Bank Number:** CAC PPU 150

#### Purchase of Art Works from Artists

**Description:** The purpose of this bank is to maintain a record of applications to the art bank for the purchase of artworks from individual artists. It contains letters of application from individual artists, correspondence to and from artists, invoices, biographical data, information relating to artists' copyrights and artists' representatives and peer decisions. **Class of Individuals:** Individual artists. **Purpose:** It is used to keep records on applications by artists for purchases of their work, to

ensure payment is made for each work purchased, and to accumulate information on all works purchased from one artist. **Retention and Disposal Standards:** Files are kept permanently for successful applications. Paper files on unsuccessful applicants are retained at the Council for three years, after which they are destroyed. **TBS Registration:** 003284 **Bank Number:** CAC PPU 035

#### Repurchase Program

**Description:** This program was cancelled in 1996 and reinstated in 2001. The purpose of this bank is to maintain a record of artists' requests to repurchase works of art originally sold to the art bank. Financial transactions are also recorded in these files. It contains letters of application from artists or their dealers, details of repurchase costs, invoices, correspondence to artists informing them of the art bank decision and copies of cheques. **Class of Individuals:** Individual Artists. **Purpose:** The bank contains records on the repurchase program and the number of works each artist has requested for repurchase. **Retention and Disposal Standards:** Records are kept permanently. **TBS Registration:** 003285 **Bank Number:** CAC PPU 070

#### The John G. Diefenbaker Award -Grant Files

**Description:** The files contain letters of nomination of German scholars for the award, as well as addresses, phone, fax or e-mail numbers and curriculum vitae of the candidates. The files are organized numerically. The bank is managed by the Killam Program office. **Class of Individuals:** German scholars who have been nominated for the award. **Purpose:** The files are used for the adjudication of the Award. **Retention and Disposal Standards:** Files are retained for eight years by the Canada Council for the Arts. **TBS Registration:** 003131 **Bank Number:** CAC PPU 170

#### UNESCO Mailing List

**Description:** The purpose of this bank is to maintain a record of members of the Commission to whom publications, including reports, press releases, and the minutes of meetings, may be sent. It contains addresses which normally include the individual's name, address, and telephone number as well as codes identifying disciplines of interest such as education, natural sciences, social sciences, culture, communications, etc. **Class of Individuals:** Individuals. **Purpose:** This record is used to identify individuals to whom are sent UNESCO-related material. **Retention and Disposal Standards:** Information is held permanently, or until the client wishes to be removed from the list. **TBS Registration:** 003287 **Bank Number:** CAC PPU 095

## Classes of Personal Information

### **Routine Correspondence and Other Subject Files**

Personal information of a routine nature may be found in correspondence or other subject files. This information is generally not retrievable by personal name or other personal identifier and is normally not used for administrative purposes (e.g. requests for grant application forms or other correspondence not leading to an actual application).

## Manuals

- Arts Division Guide Book
- ATS Data Base Manual
- Employees Manual/Collective Agreement

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Canada Council for the Arts under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Canada Council for the Arts.

Requests for further information about the Council and its programs and functions may be directed to:

The Canada Council for the Arts  
Arts Services Unit  
Information Officers  
350 Albert Street  
P. O. Box 1047  
Ottawa, Ontario  
K1P 5V8

## Reading Room

In accordance with the Access to Information Act, a reading room will be made available upon request. The address is:

350 Albert Street  
Ottawa, Ontario

# Canada Customs and Revenue Agency

## Chapter 9

### General Information

#### Background

In 1927, the Department of National Revenue Act established the Department of National Revenue by renaming the Department of Customs and Excise. The Department was responsible for assessing and collecting duty and tax, monitoring the movement of people and goods across the Canadian border and protecting Canadian industries from foreign competition.

The same act created a second department to collect income tax, a responsibility that a commissioner from the Department of Finance had been meeting. Each department had the same minister, but had its own departmental organization and deputy minister.

In May 1994, Bill C-2, an act to amend the Department of National Revenue Act received royal assent and formed the legal basis to create a consolidated department to perform the activities previously done by Revenue Canada, Customs and Excise and Revenue Canada, Taxation. A new regional structure was implemented in July 1994, combining the 23 parallel regions of Customs, Excise, and Taxation into six consolidated regions. The Headquarters organization was also consolidated into six restructured program branches and six corporate branches.

On November 1999, Revenue Canada began operations as the Canada Customs and Revenue Agency (CCRA).

Over the past several decades, Revenue Canada has come to play an ever greater role in Canadian society. In addition to its traditional role of administering Canada's tax system, trade policies, and borders services, it now plays a role in revenue generation and income redistribution. It also administers the Free Trade Agreement, the North American Free Trade Agreement, and the World Trade Organization Agreement.

In fulfilling these responsibilities, the Agency administers 66 acts of Parliament, works for the federal, provincial, and territorial governments, and deals with virtually every business and individual in Canada.

### Responsibilities

The CCRA's responsibilities include revenue collection, trade administration, customs borders services, and various social and economic payments.

It works for the federal, provincial, and territorial governments, as well as individuals and businesses, to support Canada's social and economic progress.

The CCRA administers the Canada Child Tax Benefit, the goods and services tax/harmonized sales tax (GST/HST) credit, and many provincial and territorial benefit and credit programs. It also collects federal and some provincial income tax, GST/HST, Canada Pension Plan contributions, Employment Insurance premiums, and customs and excise duties. As well, it collects excise tax and, for provinces with agreements with the federal government, provincial sales tax, tobacco taxes, liquor markups, and levies on non-commercial imports.

The CCRA administers the border and trade aspects of the North American Free Trade Agreement and the World Trade Organization (WTO) Agreement, as well as administering Canada's international tax agreements with other countries.

The CCRA works in partnership with law enforcement agencies and federal departments to protect Canadians and society as a whole by preventing illegal and dangerous goods and inadmissible people from entering Canada, and monitoring the movement of controlled and regulated goods.

The CCRA continually strives to deliver our programs and services effectively, fairly, and at the lowest possible cost. Its goals are to:

- provide accessible, responsive, and reliable services at an affordable cost;
- deliver fair, responsible, and effective enforcement programs in a way that directly responds to changes in the environment;
- minimize the administrative cost and compliance burden on clients through the streamlining and simplifying of legislation, programs, and operations;
- apply the principles of fairness diligently and consistently in all CCRA programs to keep public confidence and encourage voluntary compliance;
- make sure employees have the knowledge, skills, and support to work effectively in an environment that promotes and recognizes exemplary performance; and



- provide effective support for our programs and initiatives through responsive, modern, and integrated corporate policies, systems, and processes.

## Legislation

- Canada Pension Plan, Part 1
- Canada-Chile Free Trade Agreement Implementation Act
- Canada Customs and Revenue Agency Act
- Canada Israel Free Trade Agreement Implementation Act
- Canada-United States Free Trade Agreement Implementation Act
- Children's Special Allowances Act
- Customs Act
- Customs and Excise Offshore Application Act
- Customs Tariff
- Employment Insurance Act, parts IV and VII
- Excise Act
- Excise Tax Act
- Export Act
- Export and Import Permits Act
- Federal-Provincial Fiscal Arrangements Act
- Foreign Missions and International Organizations Act
- Fruit and Vegetable Customs Orders Validation Act
- Importation of Intoxicating Liquors Act
- Income Tax Act
- Income Tax Application Rules
- Income Tax Conventions Interpretations Act
- North America Free Trade Agreement Implementation Act
- Petroleum and Gas Revenue Tax Act
- Privileges and Immunities – North Atlantic Treaty Organization Act
- Special Import Measures Act
- Tax Rebate Discounting Act
- Trade Marks Act
- World Trade Organization Agreement Implementation Act

## Organization

### ◆ Appeals Branch

This branch is responsible for resolving disputes between the Canada Customs and Revenue Agency and its clients by conducting fair and impartial administrative reviews of agency decisions, and by assisting the Department of Justice during subsequent

appeals to the courts. Its mandate also applies to disputes between clients and the RCMP in the application of the Customs Act and the Excise Act. **The** scope of its mandate applies to objections, disputes, and appeals related to customs, trade administration, income tax, the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), excise tax, the Canada Pension Plan (CPP), and Employment Insurance (EI). The mandate also applies to the agency co-ordination of the fairness provisions, to the administration of the fairness provisions related specifically to Appeals, to the administration of voluntary disclosures, and to the review of denials and suspensions of EFILE agents.

### ◆ Assessment and Collections Branch

This branch is responsible for tax services such as client assistance, registration, assessment, accounting, collection, the Canada Child Tax Benefit and related provincial and territorial benefit and credit programs, and the GST/HST credit.

### ◆ Board of Management

With the creation of the CCRA, a new element of governance was added to the organization – the Board of Management. The Board is responsible for overseeing the organization and administration of the CCRA, for the management of its resources, services, property, personnel, and contracts, and for developing the annual Corporate Business Plan for consideration by the Minister. The Board may also advise the Minister on matters that relate to the general administration and enforcement of program legislation.

### ◆ Compliance Programs Branch

This branch is responsible for ensuring compliance with excise, GST/HST, and income tax legislation, including matters related to international transactions and non-residents.

### ◆ Corporate Affairs Branch

This branch is responsible for corporate planning, accountability and performance reporting, executive support, ministerial correspondence, access to information and privacy, parliamentary liaison, program evaluation, and internal audit services.

### ◆ Customs Branch

This branch is responsible for border services including the full range of facilitation, inspection, detention, collection, and enforcement activities at all ports of entry; trade policy administration including multilateral and regional trade policy agreements; other trade policy instruments; and duties relief programs.

### ◆ Finance and Administration Branch

This branch is responsible for finance, administration, security, resource and corporate information management, laboratory and scientific services, and the publishing of CCRA documents, including forms and guides.

### ◆ Headquarters

Headquarters is the administrative decision centre of the CCRA, and develops the Agency's plans and policies. Eleven assistant commissioner report to the commissioner. The senior counsel of Legal Services is an advisor to the commissioner.

### ◆ Human Resources Branch

This branch is responsible for: strategic support for major change initiatives; executive services and programs; policies and services related to staffing, training and development; staff relations; organization; classification; human resources planning; official languages; employee assistance; pay and benefits; and employment equity.

### ◆ Information Technology Branch

This branch is responsible for the information technology strategy, managing and operating the network and computing infrastructure, and developing systems.

### ◆ Legal Services

Legal Services is responsible for counsel and legal advisory services, as well as co-ordination of Department of Justice Canada services for the CCRA.

### ◆ Policy and Legislation Branch

This branch is responsible for legislative development, interpretation and remission administration, international and intergovernmental relations, and the registration of charities and deferred income plans.

### ◆ Public Affairs Branch

This branch is responsible for the provision of external and internal communications advice, planning, services and activities; media relations including news releases, media monitoring and responses to questions from the media; ministerial services and events; advertising and research projects; new media programs; and, writing, editing, design and production services for communications deliverables. The branch is also accountable for the management and co-ordination of ComDirect, a vehicle used by CCRA employees to communicate directly with the Commissioner.

### ◆ Regional Operations

The six assistant commissioners, Regional Operations are responsible for the delivery of customs border services, trade administration services, and tax services in the Atlantic, Quebec, Northern Ontario, Southern Ontario, Prairie and Pacific regions.

## Information Holdings

### Program Records

#### ◆ Appeals Branch

##### Adjudications

**Description:** Information on seizures or ascertained forfeitures made under the Customs Act or the Excise Act for contravention of these or other Acts of Parliament for which the Agency has administrative authority, on a case-by-case basis. **Topics:** Information retained includes the subject commodity; seizing officer's report; letters of appeal; formal notices of reasons for seizure or forfeiture and final decision.

**Access:** Cases are filed by number and cross-indexed alphabetically by company or individual. Automated index records are retained for six years. Reports on unappealed seizures are retained for six months and case files on appealed seizures are retained for five years after the last activity. **Program Record Number:** CCRA APP 250

##### Appeals Development and Fairness

**Description:** Information on the Fairness Initiative; the Voluntary Disclosure Program; the Fairness Provisions; the Mediation Project; the Client Survey; the Appeals Advisory Committee; the Appeals Human Resources Strategy; the Appeals Case Management System and its implementation; the mandate of the Appeals Branch; and the development of service standards. **Topics:** Mandates; guidelines; communications; projects; training and seminars; forms and letters; evaluations; surveys; quantitative and qualitative analysis; and any other applicable reports. **Program Record Number:** CCRA APP 175

##### CPP/EI Appeals

**Description:** Information on appeals related to coverage questions and assessments payable by employers under the Employment Insurance Act and the Canada Pension Plan. **Topics:** File contents may include the appeals and reasons for appeal; and related documents from the tax services offices, Department of Human Resources Development Canada, Department of Justice, Tax Court of Canada, Federal Court and

Supreme Court. The file information also includes lists of workers' names, addresses and Social Insurance Numbers; amount of pensionable and/or insurable earnings and hours; documents; working papers; decisions and rationale. **Access:** Case files are created and filed by appellant's name. (Records in this program contain information relating to Personal Information Bank CCRA PPU 130 Appeals Regarding the Canada Pension Plan and Employment Insurance Act.) **Program Record Number:** CCRA APP 315

### **GST/HST and Excise Appeals**

**Description:** Information on the appeals process; reference material relative to consultations with, instructions for and assistance to, the Department of Justice concerning the defense of appeals to the courts; the analysis of court decisions; correspondence with other Branches and external clients; reviews involving administrative and legislative positions; Fairness Package Requests; Minister's mail; and the preparation of Agency position papers on appeals. Appeal cases relate to taxes including GST/HST, FST and excise taxes. **Topics:** Correspondence related to an appeal; research material; administrative and legislative positions papers; analysis of appeal decisions issued by the CITT, Tax Court of Canada, Federal Court, and Supreme Court; court rulings and judgement reports. **Access:** Filed by case name, subject and appeal number. **Program Record Number:** CCRA APP 090

### **GST/HST and Excise Objections**

**Description:** Information on the objection process; objections to assessments and determinations; supporting evidence and rationale for decisions. Programs covered include GST/HST, FST and excise taxes. **Topics:** Notices of Objection, Notices of Assessment and Notices of Determination with related correspondence; working papers; consultations with other Branches; technical interpretations and applications; any other information necessary for issue resolution; rationale for decisions; and Notices of Decision. **Access:** Filed by program, case name, and subject. **Program Record Number:** CCRA APP 131

### **Income Tax Appeals**

**Description:** Information on the appeals process; reference material relative to consultations with, instructions for and assistance to, the Department of Justice concerning appeals to the courts; judicial proceedings; analysis of court decisions; correspondence with other Branches; reviews involving administrative and legislative positions; Fairness Package Requests; Minister's mail; Department of Justice recommendations. **Topics:** Research material; position papers; correspondence related to an appeal; analysis of court decisions; any other documents

related to this category. **Access:** Files are created, controlled and maintained alphabetically and/or numerically. **Program Record Number:** CCRA APP 310

### **Income Tax Objections**

**Description:** Information on the objection process; objections to assessments and determinations; the analysis of facts and positions as well as their ramifications; supporting evidence and rationale for decisions; legislative interpretations and applications; consultations with other Branches. **Topics:** Notices of Assessment, Notices of Determination and Notices of Objection with related documentation; working papers; referrals; position papers; decisions and rationale. **Access:** Files are created, controlled and maintained alphabetically and/or numerically. **Program Record Number:** CCRA APP 305

### **Program Management**

**Description:** Information on objectives and goals; administrative functions and activities; access to information and privacy requests; management of internal and public forms; development of "operational" type manuals; organization and responsibilities; policies and procedures relating to objections and appeals; referrals and inquiries from field operations; project initiatives; work plans; workload and resource projections and resource allocations; on budgets; training programs and information sessions; program performance evaluations; quality assurance; monitoring; computerized information and reporting systems; and statistics concerning personnel, workload, intake, case inventories and production. **Topics:** Mandates; guidelines; Agency communications; authority delegations; work programs; projects; training and seminars; resource budgets; forms and letters; evaluations; quantitative and qualitative analysis; and any other applicable reports. **Program Record Number:** CCRA APP 300

### **Trade Administration Dispute Resolution**

**Description:** Information on dispute resolution processes, including policies and procedures relating to K14D disputes for re-determinations of tariff classification, origin or value for duty decisions made under the Customs Act; appeals to the Canadian International Trade Tribunal (CITT) and Federal Court; referrals and inquiries from regional appeals offices; consultations with the Department of Justice; the analysis of facts and positions as well as their ramifications with respect to CITT/Federal Court cases; objectives, organization and responsibilities; work plans; workload and resource projections and resource allocations; training; "procedural" type policies and manuals. **Topics:** Procedural guidelines; mandates; authority delegations; regional referrals;



K14D's and notices of appeal with related documentation; position papers; protocols with other branches. **Access:** Filed by Harmonized System Subheading, court reference number, and subject. **Program Record Number:** CCRA APP 170

## ◆ Assessment and Collections Branch

### Accounts Receivable

**Description:** Information on the planning and development of work programs; policies and procedures dealing with delinquent client accounts; development of internal and public forms and transcripts; and statistical information to be reported to the Public Accounts committee; review of computer-based operational processing systems; information on the technical application of the interpretations regarding collection of income tax, GST/HST Excise/Customs, Canada Pension Plan contributions and Employment insurance premiums. **Topics:** Collections activities completed, internal instructions, fiscal year reports and resource rationalization and allocation; collections cases (individual Excise, Customs and corporate); statistics (computer data on computer-based systems, e.g. PAYDAC, T1 Accounting, GST, CORPAC); Auditor-General queries; case law; demands for payments; accounts receivable programs; collections (general matters pertaining to collection of accounts); federal acts affecting collection techniques; collection and control of petroleum and gas revenues and/or royalties subject to taxation; monitoring of accounts receivable activities; uncollectible debt reviews.

**Program Record Number:** CCRA ACB 190

### Accounts Receivable Informatics

**Description:** Information on the development of policies, procedures and guidelines pertaining to automated data capture systems, direct deposit system and electronic data interchange; review and development of computer-based technology; information on security for computer-based technology. **Topics:** Automation of payments due to tax filers (e.g. income tax overpayments, Canada Child Tax Benefit payments, Goods and Services Tax/Harmonized Sales Tax Credit payments); Direct Deposit system; implementation of computer-based technology (e.g. electronic funds transfer, automation of payment allocation). **Program Record Number:** CCRA ACB 275

### Audit (Regional)

**Description:** Information on the audit of tax filers' books and records, compiling audit reports, implementing Agency operating procedures and policies, and providing audit information in response to tax filers' requests and needs. **Topics:** Assessments and determinations; purchases; goods jobbed; goods

manufactured; sales and marketing practices; audit reports; third-party demands; general correspondence. **Access:** Cases filed by licensee and/or refund applicant's name. **Program Record Number:** CCRA ACB 125

## Business Number (BN) Registration

**Description:** Information pertaining to the Business Number including the client's name, operating or trade names, physical business address, mailing address, and books and records address, telephone and fax numbers, key person (owner, director, partner, officer etc.) social insurance number verification, contact person, authorized third-party representatives, account status, corporate registry information and effective dates for registration or deregistration for participating programs. **Topics:** A mainframe computer tax roll to provide a single business interface with the federal government for the following programs: Goods and Services Tax/Harmonized Sales Tax (GST/HST), Corporate Income Tax (CORTAX), Trust Accounts source deductions accounts (PAYDAC), Registered Charities (CARE) Import/export accounts levies and duties (CCS), Children's Special Allowance, Public Works and Government Services Canada, for provincial programs such as Nova Scotia Business and Consumer Services and Nova Scotia Workers' Compensation Board and for other programs as new partnerships are developed. **Access:** Sole proprietors, corporations, partnerships, government/municipalities, associations, trusts and every other "person" who engages in commercial; activity in Canada, withholds source deductions, incurs corporate tax liability or imports/exports taxable or dutiable goods into/out of Canada. **Retention and Disposal Standards:** The active information on the database will be maintained indefinitely, archiving standards to be defined for the inactive information. **Program Record Number:** CCRA ACB 285

## Client Services – Consultations

**Description:** Information on consultation results. **Topics:** Results of focus group studies of guides, returns, schedules, related forms and tax pamphlets and various enquiries initiatives; consultation with seniors and small business advisory committees; and the persons with disabilities advisory committee. **Program Record Number:** CCRA ACB 173

## Client Services – Enquiries Program

**Description:** Information on the enquiries service to the general public with respect to telephone, counter, outreach and correspondence workloads. **Topics:** Development of national policy and guidelines for the enquiries service with respect to telephone, counter, outreach and correspondence workloads; resource allocation for these workloads for tax services offices, tax centres, tax clinics and call sites; directives to field

offices; research of new technologies, development and maintenance of various informatics systems in support of the enquiries programs, including the automated telephone services (T.I.P.S.), Public Inquiries Information Bank (P.E.I.B.) and Electronic Letter Creation System (ELCS); statistics on performance of telephone services, Client Services Accessibility and Accuracy Reports (CSAAR databank). Statistics on volumes of clients attending outreach seminars. **Program Record Number:** CCRA ACB 141

#### Client Services – Quality Service

**Description:** Information on Accuracy Survey and Client Service Rating Cards (CSRC). **Topics:** The survey results can be used nationally, or by each office, to identify training needs and take steps to develop or revise related tools and programs that may be required to assist agents in the performance of their duties. The CSRC provides client feedback on counter services in 49 tax services offices, 7 tax centres and 36 customs offices. **Program Record Number:** CCRA ACB 177

#### Client Services – Returns and Guides

**Description:** Information on the publication of all T1 (individual), T2 (corporate)-and T3 (trust), Information, Non-Profit Organization and Special Elective income tax guides, returns, schedules, related forms, GST/HST guides and forms, source deduction public forms and guides; and information circulars and tax pamphlets for use by the general public. **Topics:** Administrative application of interpretations of the Income Tax Act and Part IX of the Excise Tax Act concerning reporting requirements and regulations for individuals, corporations, employers, trusts and non-profit entities; consultations with provinces and territories on the content of information materials concerning provincial taxes, rebates, royalties and credits, for both public and Agency use; estimates and budgets; evaluation reports; person-year utilization; suggestions for improvements to publications; and administrative and operations communications to and from field operations. **Program Record Number:** CCRA ACB 176

#### Coverage Policy and Legislation

**Description:** Information on Agency policy and procedures in all areas pertaining to coverage under the Canada Pension Plan and Employment Insurance Act and under the Administrative Arrangement related to the Social Security Reciprocal Agreements; operational and administrative guidance to field offices. **Topics:** Pensionability and insurability of payments and status of individuals and employers; records of earnings; statistics. **Program Record Number:** CCRA ACB 187

#### Diplomatic Exemptions

**Description:** Information on exemptions accorded to foreign diplomats and other representatives in Canada. **Topics:** Diplomats and consular and other representatives, visiting forces, International Civil Aviation Organization. **Access:** Filed by country. **Program Record Number:** CCRA ACB 101

#### Fair Price and Values Surveys

**Description:** Information on investigations of individual companies for tax values for fair price purposes, and survey reports on marketing or pricing of various industries. **Topics:** Values for tax; computation of tax; specific company files; specific commodities such as lumber, truck bodies, wines, background information on fair prices. **Access:** Filed by subject number and company name. **Program Record Number:** CCRA ACB 015

#### Goods and Services Tax / Harmonized Sales Tax (GST/HST) Credit Programs

**Description:** Information on policies, procedures, budgets, work programs, communications activities as well as statistics related to the development, implementation and operation of this program. **Topics:** Policy and programs implementation, forms, budgets and training material development, systems requirements, statistics on intake and production, communication activities, correspondence with tax services offices, tax centres and individual tax filers on a variety of operational and procedural matters. **Program Record Number:** CCRA ACB 222

#### GST – Rulings

**Description:** There are two types of GST rulings; GST application rulings and advance GST rulings. **Topics:** A GST application ruling is a written statement given by the Agency stating how it is interpreting specific provisions of PART IX of the Excise Tax Act in specific existing circumstances where that Act might apply. Generally, GST application rulings will involve the application of the GST to certain supplies of goods, services, status of persons as registrants, the determination of commercial activities and will relate to an identified person and a specific factual situation. An advance GST ruling is a written statement given by the Agency to a registrant or other person stating how it will interpret specific provisions of the Excise Tax Act in its application to a supply, action(s), transaction or series of transactions or any combination thereof (hereinafter referred to as activities) which the person is contemplating. Such proposed activities could concern, for example, a change in the structure of an entity or other activities of a tax-planning nature. **Program Record Number:** CCRA ACB 140



### Individual Returns and Payments Processing – Accounting

**Description:** Information on the development and implementation of individual and trust accounting and revenue-control systems for corporate, individual and trust, for both resident and non-resident accounts; information contained in the subsidiary ledgers; systems and procedures for calculating and reporting penalties and interest; refunds and assessments; instalment payments; evaluation of programs and monitoring of operational units. **Topics:** The Income Tax Act pertaining to refunds, interest and monitoring visit reports; computer operations – general, reports and source documents on processing of financial transactions; matters pertaining to various aspects of operations. **Program Record Number:** CCRA ACB 192

### Individual Returns and Payments Processing– Budget Coordination

**Description:** Information on program forecasts and budgets of assessing and accounting operations in tax services offices and tax centres; development and implementation of work and quality standards and of production and resource-utilization systems. **Topics:** Liaison with other departments and headquarters divisions; manpower resource allocation and utilization directives to field offices; budgets and programs – forecasts, allocations, results, evaluation and systems. **Program Record Number:** CCRA ACB 121

### Licensing

**Description:** Information on tax filers under the Excise Tax Act and the Excise Act from data received from the Canada Customs and Revenue Agency. **Topics:** Licensee accounts from the tax services offices: new accounts, changes, transfers, cancellations, reversals. **Access:** Recoverable directly from the on-line system. **Program Record Number:** CCRA ACB 025

### Licensing (Regional)

**Description:** Information on the licensing of tax filers under the Excise Tax Act and Excise Act. **Topics:** Tombstone data; license application forms; credits owing; arrears; cancelled accounts; transfers; reversals; uncollectables; account numbers assigned; and information about licensee operations. **Access:** Filed by company on computer tape. **Program Record Number:** CCRA ACB 130

### National Uniformity

**Description:** Information on the monitoring and quality control of tax interpretation rulings, import entries and other tax information issued by the field. **Topics:** Ruling Card Index – developed from worksheets and diskette copies of rulings from field offices. Rulings issued from field offices and monitored by the quality assurance

program. **Access:** Cards and copies of rulings filed by commodity code. **Program Record Number:** CCRA ACB 010

### Non-Filers/Non-Registrants

**Description:** Information on computerized programs for action against delinquent taxpayers; and on entities registered for the GST and potential registrants for the GST; the objectives, work, duties and responsibilities of the Non-Filers/Non-Registrant sections and Compliance units; interdepartmental referral selection and investigation of non-filers and non-registrants; special projects; matching third-party information to income tax returns for the purpose of verifying income and registration requirements. **Topics:** Delinquent action – individuals, corporations, estate and trusts; application of penalties for repeated failures and false statements or omissions (sub-sections 163(1) and 163(2) of the Income Tax Act), assessments raised under 152(7) of the Income Tax Act; bankrupt filers, computerized delinquent action system (SUDS) and other non-filer reporting system (ICIS,T2 DELPAC); prosecution for failure to file income tax returns, special delinquent action projects, identification of non-filers and non-registrants, methods of obtaining compliance, and non-filers reporting system, other third-party information sources. **Program Record Number:** CCRA CPB 181

### Rebate Claims – Goods and Services Tax

**Description:** Information on the processing and tracing of applications and cheques for rebate of the Goods and Services Tax as well as data and statistical collection. **Topics:** Reviews of rebate applications; automated data on claimant history; status of claims and cheque issuance. **Access:** Original documents retained – filed in central location – retrieved by locator number. **Program Record Number:** CCRA ACB 133

### Regulations and Remissions

**Description:** Information on the development and amendment of regulations under the Excise Tax Act, the Excise Act and the Softwood Lumber Products Export Charge Act, and recommendations on requests for remission of excise taxes and excise duty. **Topics:** Research, correspondence and recommendations on such regulations and remissions as the Air Transportation Tax Regulations, Construction Materials Sales Tax Regulations, Small Manufacturers or Producers Exemption Regulations, Farmers' Gasoline and Diesel Fuel Remission Order, Spirit Destruction Remission Order, etc. **Access:** Filed by subject. **Program Record Number:** CCRA ACB 085

### Research Operations

**Description:** Information on technical, financial and statistical compliance research projects. **Topics:**



Liaison with federal, provincial and foreign governments; data accumulation, interpretation and application to project requirements; recommendations for statutory revisions. **Program Record Number:** CCRA ACB 267

### Returns and Payments of GST/HST

**Description:** Information on the development and implementation of accounting and revenue control and capture systems related to the Goods and Services Tax/Harmonized Sales Tax. **Topics:** Information contained in the general ledger and suspense accounts; information on the processing of GST/HST returns and payments; systems and procedures for capturing GST/HST returns and payments; systems and procedures for calculating and reporting interest; accounts receivable, including payments of tax, penalties, interest and refunds; instalment payments; related computer and manual operations; reports pertaining to the processing of financial transactions; monitoring reports; matters pertaining to various aspects of operations; general computer operations.

**Access:** Records are filed by subject matter.

**Program Record Number:** CCRA ACB 134

### Remittance Processing

**Description:** Information on remittance processing programs; monitoring procedures and techniques; review of Agency internal and public forms and transcripts; review of computer-based systems; information on mail and cash security; information contained in the general ledger. **Topics:** Processing remittances; maintenance of post-dated cheques; procedures relating to undelivered cheques (e.g. overpayments of tax, Canada Child Tax Benefit Credit and Goods and Services Tax/Harmonized Sales Tax Credit); POF program (payments on filing), liaison with EFILE program (electronic filing); maintenance of computer-based systems [e.g. FIP system (financial input processing), PDC system (post-dated cheques), Pre-Authorized Debit system (PADs) for Individual T1 SA Corporate Suspense (payments which cannot be processed to the client's account including returned cheques); procedures regarding annual conversion of computer-based systems (e.g. PAYDAC, T1, T2); cashiering functions; monitoring of cashiering activities; statistics regarding the processing of payments; Payment Master (database containing details of every cheque captured through FIP). **Program Record Number:** CCRA ACB 280

### Source Deductions

**Description:** Information on the planning and development of Federal and Provincial Income Tax, Canada Pension Plan and Employment Insurance tables, research on Federal and Provincial Income Tax, Canada Pension Plan and Employment Insurance legislation, provisions of the Income Tax Act concerning

payroll deductions on Federal and Provincial Income Tax, Canada Pension Plan and Employment Insurance rates and related Regulations; Trust examination policy and procedures; operational and administrative guidance to field offices; development of internal and public forms and transcripts; monitoring procedures, techniques and statistical data; review of computer-based operational processing systems including IPS (Information Processing System); development of administrative and enforcement policy and procedures for all deductions at source (manual or computerized).

**Topics:** Federal and Provincial Income Tax, Canada Pension Plan and Employment Insurance tables, data relating to prosecutions (failure to remit deductions at source); processing and verification of information returns; source deductions programs; payroll audits; employer compliance audit; withholding, remitting and reporting; monitoring of source deductions activities; operational and administrative communications to field operations. **Program Record Number:** CCRA ACB 188

### Standardized Accounting (SA), Corporation Tax (CORTAX) Database

**Description:** Information on assessing and accounting for corporate tax filers. The ongoing database is updated continuously. The database record is maintained for historical purposes. **Topics:** Computerized tax remittances from corporations; assessment and reassessment and accounting data for specific tax years; statistical information. **Program Record Number:** CCRA ACB 295

### T1 Individual Income Tax Returns – Initial Assessment Program

**Description:** Information on the planning, control and monitoring of the T1 initial assessment programs; systems, procedures and policies designed to verify the accuracy of individual returns and to issue notices of assessment. **Topics:** Estimates and budgets; evaluation reports; person-year utilization; functional audits; operational and administrative communications to and from field operations, headquarters divisions and other departments; consultations, negotiations and proposals on provincial taxes, rebates, royalties and credits; Confidence Validity Program; T1 initial assessment – computerized and manual; job descriptions; organizational structures. **Program Record Number:** CCRA ACB 126

### T1 Individual Income Tax Returns – Reassessment Program

**Description:** Information on the planning, control and monitoring of T1 individual income tax returns reassessment programs; systems, procedures and policies established for determining necessary adjustments to previously assessed individual tax returns and for issuing notices of reassessment.

Adjustment may result from additional information submitted by tax filers or from further verification of returns initiated by the Agency. **Topics:** Estimates and budgets; evaluation reports, person-year utilization; functional audits; operational and administrative communications to and from field operations, headquarters divisions and other departments; T1 compliance verification systems – computerized and manual; consultations and negotiations with provinces on the verification of provincial taxes assessed, rebates, royalties and credits for individuals; job descriptions; organization structures. **Program Record Number:** CCRA ACB 131

### **T1 Records Programs and Procedures**

**Description:** Information on the planning, control and monitoring of programs related to the storage and retrieval of returns through the on-line computerized charge-out system; on the internal file service to tax services offices and tax centres; and on the security of returns and on-line data. **Topics:** T1 Records plans and programs; refund inquiries and tracing; internal forms review; security; confidentiality of income tax returns. **Program Record Number:** CCRA ACB 171

### **T2 (Corporate) Initial Assessment Program, T2 (Corporate) Reassessment Program, T2 Registry Program and Special Elections and Returns (SER Program)**

**Description:** Information on the planning, control and monitoring of T2 (corporate tax returns) and Special Elections and Returns (SER), assessment and reassessment programs; systems, procedures, T2 Registry program and procedures and related policies designed to check the accuracy of T2 returns and SERs, to determine adjustments required and to issue notices of assessment or reassessment. Information on the planning, control and monitoring of programs related to the storage and retrieval of T2 returns through the on-line charge-out system. **Topics:** T2 assessment and reassessment, SER processing – computerized and manual; T2 and SER compliance – verification system – computerized and manual; directives to field offices on the interpretation of policies and procedures; operational and administrative communications with field offices, headquarters divisions and other government departments; reports evaluating field offices; assessment and reassessment of T2 returns and SERs; consultations and negotiations with provinces on the administration of proposed legislation and on the assessment and post-assessment verification of provincial taxes, rebates, royalties, and credits for corporations. Taxroll plans and programs and the T2 retention policy. **Program Record Number:** CCRA ACB 136

### **T3 Initial Assessment and Reassessment Program – T3 Trust Income Tax Returns**

**Description:** Information on the planning and implementation of national mandatory programs involving the examination, assessment, reassessment and processing of T3 Returns (T3s), development of computerized and manual systems or procedures, policies, instructions and internal or tax filer contact forms to process these returns, and reports on their progress and results. **Topics:** T3 assessment and reassessment, manual verification and processing systems; directives to field offices on policies and procedures; operational and administrative communications with field offices, other headquarters divisions and other government departments. **Program Record Number:** CCRA ACB 139

### **Tax Interpretations (Regional)**

**Description:** Statistical and general information on tax rulings issued in response to licensee requests. **Topics:** Taxable status of commodities; tax rulings letters; general correspondence. **Access:** Filed by licensee company name. **Program Record Number:** CCRA ACB 120

### **Taxation Corporation Assessing, Accounting and Collections Master File (CORPAC)**

**Description:** Information on assessing and accounting for corporate tax filers. CORPAC has been replaced by the Standardized Accounting System (SA) and the CORTAX System, but remains accessible in view mode for historic research. **Topics:** Computerized tax remittances from corporations; assessment and reassessment and accounting data for specific tax years; statistical information. **Program Record Number:** CCRA ACB 191

### **Trust Accounts and Accounts Receivable Planning**

**Description:** Information on Trust Accounts and Accounts Receivable organization; strategic and long term planning relating to trust accounts and accounts receivable programs; budgeting for trust accounts and accounts receivable programs. **Topics:** Planning and development of policies, procedures and guidelines for trust accounts and the collection of tax requiring long term implementation; budget process for trust accounts and collection of tax; allocation of resources; statistical gathering; reporting on trust accounts and accounts receivable programs. **Program Record Number:** CCRA ACB 270

### **Visitors Rebate Claims – Goods and Services Tax/Harmonized Sales Tax**

**Description:** Information on the processing and tracing of applications and cheques for rebate of the Goods and Services Tax/Harmonized Sales Tax to



non-resident individuals visiting Canada, foreign and/or domestic tour operators and/or convention organizers or travel agents on certain goods purchased and exported (within 60 days) and on short-term accommodation (less than one month); information on granted cash rebates (up to 500\$), through participating Duty Free Shops to non-resident individuals; data and statistical collection.

**Topics:** Review of rebate applications, automated data on claimant history, status of claims and cheque issuance. Information on Duty Free Shops participating in the program, training and monitoring. **Access:** Applications are filed by batch locator number at the Processing Centre and by refund date at participating Duty Free Shop. **Program Record Number:** CCRA ACB 129

## ◆ Compliance Programs Branch

### Anti-Evasion

**Description:** Information on anti-evasion, smuggling and fraud initiatives, on liaison with other organizations involved in anti-evasion, smuggling and fraud initiatives; on coordinated law enforcement activities; on serious financial crime; on the operation of the Assistant Commissioner Steering Committee on Anti-Evasion, and the Director General Working Group on Anti-Evasion. **Topics:** Research, analysis and assessment of tax evasion, smuggling and fraud; co-ordination of the CCRA activities on anti-evasion, smuggling and fraud; money laundering; organized crime; serious financial crime. **Program Record Number:** CCRA CPB 270

### Audit File Selection and Computer Application

**Description:** Information on the planning and control of national audit file selection programs; computer-based audit selection systems (BFICS); computer assisted audit selection systems (CAAS); T1 compliance measurement profiling and assessment system (COMPASS); computerized audit reporting systems; program tests in tax services offices and assistance provided to audit on computer applications; computer-assisted audit programs. **Topics:** Selection of files for audit by manual screening; selection of files for audit by computer screening; development of computerized file selection methods; comparative analyses of computer and non-computer selection processes; planning development and control of computer systems for conducting audits (WIN/ALS) and recording audit results (AIMS); statistical sampling techniques for use on tax audits; computer-assisted audit techniques. **Program Record Number:** CCRA CPB 196

### Audit Operations Evaluation

**Description:** Information on audit production reports; analysis of audit results; and evaluation of tax services office audit operations. **Topics:** Evaluation criteria; statistical analyses of audit production reports;

follow-up of management audit reports relating to audit operations. **Program Record Number:** CCRA CPB 211

### Audit Programs – Planning, Development and Control of Programs; Resource Allocation

**Description:** Information on audit organization, objectives, coverage, work programs, allocation of resources and budget preparation, as well as administrative policy. **Topics:** Planning and development of national audit programs; allocation of resources and budget preparation; instructions for processing completed audits and recording results; tax services office organization for audit positions; liaison with other headquarters directorate and divisions and tax services offices; tax statistics and corporate histories of public corporations; audit statistics of large corporations. Auditor-General's Reports and Observations (HAM 2849); Training and Development (HAM 3850); Tax Avoidance Orientation Course; Management Information Agreements (MIAs) and Performance Reporting; Accountability Framework – Tax Avoidance Program; Syllabus documents; Program Assessment Review and Evaluations. **Program Record Number:** CCRA CPB 193

### Audit Publications

**Description:** Information on the preparation, coordination, publication and maintenance of manuals, handbooks, guidelines and other directives for the Audit Directorate and International Tax Directorate; planning, development and presentation of technical training courses and seminars. **Topics:** Specific research files on each Taxation Operations Manual, handbook, information circular, branch letter, communiqué, and public and internal forms relating to audit; specific files on training courses and seminars; indexed reference manuals, handbooks and publications to sections of the Income Tax Act and Regulations; Agency policy. **Program Record Number:** CCRA CPB 226

### Audit Research

**Description:** Information on the development of guidelines and techniques used to audit individuals, trusts, plans, business operations and specialized industries. **Topics:** Audit techniques for small, medium and large businesses; studies of specific industries and industry-wide tax audits; inter-company pricing referrals; industry specialist program. **Program Record Number:** CCRA CPB 216

### Business Equity Valuations and Real Estate Appraisals

**Description:** Information on valuation and appraisal policy, procedures, budgets, work programs, technical, operational and administrative guidance to field offices. **Topics:** Administrative and operational practices



pertaining to file selections, reviews and appeals, operational and financial data with certain applications including databanks of sales; individual business equity and real estate appraisal cases relating to the technical application and interpretations of valuations principles and procedures or valuation/appraisal issues and provincial assessment information. **Program Record Number:** CCRA CPB 231

#### **Competent Authority Program Administration**

**Description:** General information relating to the administration of competent authority programs as well as various issues and considerations in accordance with the terms of a treaty or convention between Canada and a foreign country or in accordance with provincial tax acts or collection agreements. **Topics:** Advanced Pricing Arrangements program; Double tax program; miscellaneous programs and special projects; studies, survey information regarding specific industries, programs and inter-company transfer pricing issues. **Program Record Number:** CCRA CPB 261

#### **Compliance Research**

**Description:** Information on policy and objectives for a research program on compliance with the requirements of the Excise Tax Act, the Excise Act and the Income Tax Act. **Topics:** Liaison with other departments and organizations, public and private; policy formulation and revision. **Program Record Number:** CCRA CPB 268

#### **Detection and Investigations**

**Description:** Information specific to non-compliance, avoidance, evasion with respect to the Excise Tax Act, the Excise Act, the Income Tax Act, the Customs Act and other related laws. The information relates to the detection, identification and investigation of potential, alleged, and actual violations with respect to the provisions of the Acts mentioned above. **Topics:** Information pertaining to registrants, non-registrants, non-filers, taxpayers and other persons specific to non-compliance, as well as tax and duties avoidance, evasion and fraud. **Access:** Cases are filed alphabetically by vendor's name and case file, and numerically by enforcement file. **Program Record Number:** CCRA CPB 136

#### **Exchange of Information under Tax Treaties**

**Description:** Information relating to the exchange of information between Canada Customs and Revenue Agency and foreign taxation authorities for carrying out the provisions of bilateral tax conventions or the domestic laws of the contracting states concerning taxes covered by the convention. **Topics:** General information and correspondence on the Exchange of information procedure; records relating to working arrangements and exchanges of information between foreign governments and Canada, concerning the

simultaneous examination and audit of taxpayers carrying out activities in more than one country.

**Program Record Number:** CCRA CPB 285

#### **Excise Audit**

**Description:** Information on the auditing of taxpayers' records, including audit reports, audit statistics, audit EDP programs, practices and methods, taxpayer inquiries and Agency operating procedures and policies. **Topics:** Policy directives to the regions; commodity coding; refunds; investigations; audit reports; licensee accounts and disputed assessments; duty audit programs on distilleries, breweries, wineries, bonded warehouses. **Access:** Filed by subject number. **Program Record Number:** CCRA CPB 045

#### **Film Tax Credit Programs File**

**Description:** Information on screening and file selection process; film tax credit programs entitlements, objectives, work plans, coverage, allocation of resources and budget preparation; and the development of directives, guides, and forms for the film tax credit programs; planning, development and presentation of technical training courses, and seminars. **Topics:** Processing claims for the Canadian film or video production tax credit; planning and development of national program; allocation of resources and budget preparation; instructions for processing completed reviews and recording results; tax statistics; and specific files on directives, guides, and forms relating to film tax credit programs review; specific files on training courses, and seminars. **Program Record Number:** CCRA CPB 150

#### **International Tax Operations**

**Description:** Information on technical assistance to tax services offices on international audit tax cases, case development and file review, foreign information requirements, compliance projects, transfer pricing studies, development of information circulars, planning, development and presentations of technical training courses, seminars, and conferences. **Topics:** Liaison with regional and tax services offices, Headquarters directorates and divisions and specific taxpayers. Miscellaneous programs and special projects; studies and audit techniques regarding specific industries and their inter-company transfer pricing policy. **Program Record Number:** CCRA CPB 295

#### **Judicial Processes**

**Description:** Information on legal guidance related to the preparation of cases for court; case library; legal interpretations and jurisprudence arising from trials. **Topics:** Liaison with regional and tax services offices and Department of Justice; court rulings and judgements; legal interpretations; review of cases; court hearings; commissions. (Portions of this program record

pertain to Personal Information Bank CCRA PPU 030 Tax Evasion Cases). When accessing information in this program record, please quote the "case name".

**Program Record Number:** CCRA CPB 263

### Management Services

**Description:** Information on Investigations Directorate coverage and work programs; production reports; statistical analysis of the investigation activities and evaluation of tax services office operations. **Topics:** Liaison with other Headquarters directorates and divisions as well as regional and tax services offices; information and measurement systems; investigation evaluation, results and statistics; production control.

**Program Record Number:** CCRA CPB 265

### Non-compliance Research – Audit Projects Development and Coordination

**Description:** Information on the reporting and coordination of audit projects on a national scale; research and identification of areas suitable for project activity; development of sources of information; collection, analysis, evaluation and dissemination of economic data on specific groups or classes of taxpayers; authorized exchanges of information.

**Topics:** Audit techniques on specific projects; information on the results of each project on a national, regional and tax services office basis; sources and types of information; exchanges of information with other government institutions. **Program Record Number:** CCRA CPB 201

### Policy Formulation and Staff Development

**Description:** Information on Investigations Directorate's policies, objectives and technical training for criminal investigations. **Topics:** Liaison with other departments, Headquarters directorates and divisions, tax services and regional offices; policy formulation and revision; technical training in criminal investigations. (Personal Information Bank CCRA PPU 030 Tax Evasion Cases, is applicable to the subject of technical training only).

**Program Record Number:** CCRA CPB 262

### Programs Operations

**Description:** Information on technical assistance to tax services offices on investigations, case development and file review; search warrant requests; compliance projects; organized crime operations and publicity; legal requirements of unnamed taxpayers. **Topics:** Liaison with provincial and foreign governments, federal departments and government agencies, Headquarters directorates and divisions, regional and tax services offices; case files and reports; coordination of special investigations projects; search authorities and retention orders; voluntary disclosures and leads from informants; financial information (in tax services offices) relating to

criminal illegal activities; publicity on completed investigations. **Program Record Number:** CCRA CPB 264

### Scientific Research & Experimental Development (SR & ED)

**Description:** Information on screening and file selection process; analysis of SR&ED review results, internal review, quality assurance, evaluation of the performance of SR&ED incentives and their administration; organization, objectives work plans, coverage, allocation of resources and budget preparation; development of information circulars, application policy, directives, quality assurance, guidelines, guides, brochures, and forms for the SR&ED program; planning, development and presentation of technical training courses, seminars, and conferences; and studies and statistics. **Topics:** Complete and incomplete claims; review process; risk assessment and management; quarterly and annual national statistical analyses of SR&ED review reports; internal review report and management's action plan; quality assurance reports; Department of Finance and Revenue Canada joint evaluation of the performance of SR&ED incentives and their administration – 1995/96; organization; planning and development of national program; allocation of resources and budget preparation; instructions for processing completed reviews and recording results; tax statistics; specific files, including workshop materials where applicable, on information circulars, application policy, directives, quality assurance policy, guidelines, guides, brochures, and forms relating to SR&ED review; specific files on training courses, seminars, and conferences; and sector studies and statistics. **Program Record Number:** CCRA CPB 155

### Tax Avoidance

**Description:** Information on the objectives, duties and responsibilities of the tax avoidance section; on tax avoidance arrangements; on the referral, selection, examination and appeal of cases; on case material; and on jurisprudence arising from case trials. **Topics:** Tax avoidance – general; rejected referrals; reserves; offshore companies; inter vivo trusts; motion picture films and videotapes; leverage leasing; resource industry financing; income splitting; loss companies; dividend stripping; developer/agencies; control from Canadian residents to non-residents; registered retirement savings plans (RRSPs); interest income and dividends; offshore insurance tax havens; professional sports; commissions to non-resident agents; management and personal corporations; commodity futures – straddles; selective dividends on special shares and artificial reduction of capital gains; associated corporations; Part II Tax; GAAR (General Anti Avoidance Rule); section of the the Act research



files (HAM 4012); foreign affiliates and FAPI; offshore companies (HAM 6514); Investment Tax Credit; Foreign Tax Credits (HAM 9342); Scientific research (HAM 8963); partnerships (HAM 8074); Objections and appeals, general and special cases, (HAM 7861, 7925); Exchange of Information (HAM 6569, 6591); Tax Shelters (HAM 6562); Tax Shelters (HAE 6407); Tax Return Preparer Penalty (HAE 4625); TA – Justice Conferences. **Program Record Number:** CCRA CPB 256

#### **Technical Applications, Reassessing Policies and Procedures**

**Description:** Information on audit policy and procedures; the technical application of interpretations of the Income Tax Act and Regulations and bilateral income tax treaties in effect and Agency policy affecting the audit of income tax returns of corporations, trusts and self-employed individuals; cross-border related party transactions and tax-haven related activities; technical enquiries received from tax services offices and taxpayers. **Topics:** Information on specific applications governing the reporting of revenue, costs, expenses and allowances by corporate and unincorporated businesses; operational and administrative communications to field operations; analysis of enquiries on the application of legislation. **Program Record Number:** CCRA CPB 221

#### **Technical Research and Non-Resident Tax**

**Description:** Information on the technical application of the Income Tax as it pertains to non-residents; recommendations for legislative changes; technical, administrative and systems related guidance to field offices; development of Agency, internal and public forms, internal communiqués. **Topics:** Taxability of benefits and allowances; projects and enquiries (internal and public); technical application of the Income Tax Act as it pertains to non-residents and of Income Tax Regulation 105 as it applies to non-residents rendering services in Canada covered under Part I of the Act; (includes audit and waiver information summary of remuneration paid (T4A-NR return); return of amounts paid or credited to non-residents of Canada (NR return) and dispositions taxable Canadian property, resource property or life insurance policies under Section 116 of the Income Tax Act. **Program Record Number:** CCRA CPB 189

### **♦ Corporate Affairs Branch**

#### **Access to Information and Privacy**

**Description:** Information on the Agency's Access to Information and Privacy programs, consultations, policies, training material and procedures. Information on complaints filed against the Agency relating to the processing of requests. **Topics:** Consultations, policy, training, procedures and report files; Access to

Information and Privacy information bank files. **Access:** Policies, training material and procedures are filed by subject. Individual request files and consultations are numbered sequentially. Requests are cross-referenced to the information bank files. **Program Record Number:** CCRA CAB 440

#### **Agency Committees**

**Description:** This program record contains records of the Agency Management Committees (AMC-Priorities and AMC-Strategic), and the Internal Audit/Program Evaluation Committee. **Topics:** Agenda, minutes and documents relevant to topics discussed therein. Subject matter pertains to Agency operations, policy and procedural or administrative matters. **Program Record Number:** CCRA CAB 001

#### **Agency Transition**

**Description:** Information on the approach adopted by Revenue Canada to effect its transition from department to agency. Information on working papers (agendas, minutes, progress reports, slide presentations and consultants' reports on specific aspects of transition) of ad hoc Agency transition committees. **Topics:** Stemming from Bill C-43, the Canada Customs and Revenue Agency Act, the main topics are: Human Resources regime, governance of the Agency, management of assets and various administrative policies; more specifically to transition and "Day 1", communication strategy. **Access:** The files are arranged chronologically, starting in 1997 through months preceding "Day 1" (November 1, 1999). **Program Record Number:** CCRA CAB 015

#### **Board of Management**

**Description:** Records of the Board of Management and its committees: the Governance Committee; the Human Resources Committee; the Audit Committee and the Resources Committee as well as the Secretariat of the Board of Management of the Canada Customs and Revenue Agency. **Topics:** Agenda, minutes and documents relevant to topics discussed therein. Subject matter pertains to the oversight of the organization and administration of the Agency and the management of its resources, services, property, personnel and contracts. **Program Record Number:** CCRA CAB 020

#### **Central Agencies – Reports**

**Description:** Information on reports from Central Agencies on Agency activities and replies. **Topics:** Central agency reports outlining activities reviewed and related correspondence. **Program Record Number:** CCRA CAB 011



### Internal Audit and Program Evaluation

**Description:** Information on internal audits and program evaluations conducted on Agency programs and activities by the Internal Audit and Program Evaluation Divisions. **Topics:** Internal Audit and Program Evaluation policy, plans, individual working paper record files and reports. **Program Record Number:** CCRA CAB 031

### Office of the Auditor General Liaison

**Description:** Records related to complying with requests for information from the Office of the Auditor General of Canada (OAG) and the Commissioner of the Environment and Sustainable Development (CESD). **Topics:** Agency documents pertaining to audits and studies conducted by the OAG and CESD including follow-up activities as applicable. **Program Record Number:** CCRA CAB 010

### Parliamentary Affairs

**Description:** Agency Briefing Books for the Minister's reference. **Topics:** All current issues that the Minister should be aware of, and suggested appropriate responses or Agency stances. **Program Record Number:** CCRA CAB 003

### Balanced Scorecard (BSC)

**Description:** Information on the balanced scorecard, which is a tool that helps an organization align and focus management efforts on achieving its strategies and objectives. The records include information on the development of the BSC for the CCRA, the system being developed to provide reports throughout the CCRA, and the material developed to introduce the BSC to managers at all levels throughout the CCRA. **Topics:** BSC measures and indicators, definitions of measures and indicators for the CCRA, logic models, communication strategy, policies. **Program Record Number:** CCRA CAB 450

### Management Excellence

**Description:** Management Excellence includes the refinement, implementation and advancement of the Agency Management Framework; the promotion of progressive management practices and the coordination of the Future Directions initiative for transforming the CCRA's core business. **Topics:** Various communications products, such as guides, brochures, presentations, models, training and seminars, templates, web sites, letters, pamphlets, workbooks, toolkits, speaking points, and briefing notes; the CCRA also undertakes consultations, evaluations, quantitative and qualitative analysis, ISO 9000 certification, and process and program reviews. **Program Record Number:** CCRA CAB 460

### Risk Management

**Description:** Records related to functional leadership in the implementation of risk management certification within the CCRA. **Program Record Number:** CCRA CAB 470

### Information for the Minister (Core Program Files and Quebec Issues)

**Description:** Regular briefing materials on key programs and issues. **Topics:** Key issues and initiatives that over the next 100 days will require the Minister's attention/approval, have potential for media/political interest, and/or have a significant impact on key ministerial priorities. **Access:** Files are arranged chronologically. **Program Record Number:** CCRA CAB 480

### Corporate Briefing Book

**Description:** Briefing book for a new Minister or Commissioner on the CCRA. It is updated usually at the time of a Cabinet shuffle or annually in the absence of a Cabinet shuffle. **Topics:** Overview of the CCRA, key issues and initiatives aligned with the CCRA's strategic goals, CCRA consultative committees and key interest groups. **Program Record Number:** CCRA CAB 490

### Management Policies

**Description:** A database containing tombstone data on all CCRA administrative, human resource and corporate policies. **Topics:** Information includes the name of the policy, authoring Branch, effective date and review cycle. **Program Record Number:** CCRA CAB 500

### Corporate Planning & Governance

**Description:** Information on Corporate Planning, Environmental Scanning, Corporate Governance and Accountability, Service Standards, and Continuous Process Improvement. **Topics:** Branch Business Plans, Corporate Business Plans, Strategic Overview, Summary of the Corporate Business Plan, Report on Plans and Priorities, Departmental Performance Report, Annual Report, Ministerial Action Plan, Guide to the Development of Service Standards, presentation materials on business plans and the planning process, Planning Guide, Accountability Contracts for all senior managers, presentation materials relating to the Continuous Process Improvement consultations and initiatives. Subject matter pertains to the corporate planning, reporting and accountability processes, and the development of Service Standards. **Program Record Number:** CCRA CAB 510

## ◆ Customs Branch

### Accelerated Commercial Release Operations Support System

**Description:** Information on the design, development testing and implementation of ACROSS, the major automated release system in the Customs Commercial stream. Included is information on the following ACROSS sub-system: Goods Control (Cargo and Release including EDI Marine and Rail Cargo as well as EDI Release); Release Notification System (RNS); the Automated Import Permit System (EXCAPS). **Topics:** System descriptions; Conceptual System Design (CSD); Business System Design (BSD); ACROSS Participant Requirement Documentation (PRD); EDI Marine Cargo PRD; EDI Rail Cargo PRD; Implementation Plans; ACROSS User Guide; Bulletins and training material including Quick Reference Guides. **Access:** Files are indexed numerically and by subject matter. **Program Record Number:** CCRA CBR 125

### Account Security

**Description:** Information on Customs Brokers and Importers who have applied for Release prior to Payment and Acceptance of Uncertified Cheques. Records include original Surety and/or Bank Bonds filed with the CCRA in order to secure Release prior to Payment and Acceptance of Uncertified Chequing privileges; original riders/endorsements amending various section(s) of the surety and/or bank bonds; annual security review letters requesting adjustment of the amount of security; copies of acknowledgment/rejection letters pertaining to the submission of bonds/riders/endorsements; and various correspondence relating to the broker's and importers Account Security Profile e.g., B205, interim payment etc. The file numbers are 7640-2/Name of Broker and for importers, the departmental files are being created. Also maintained are the correspondence relating to the two options available to brokers, Direct Security and GST Direct. These files are held separately. Copies of the GST Agreement Letters, Direct Security Letters, and acknowledgment letters are kept in the brokers Working Paper file. Note that not all Customs Brokers have a working paper file as many brokers do not use the Direct Security or GST Direct Options. **Retention and Disposal Standards:** Files are retained for ten years. **Program Record Number:** CCRA CBR 410

### Anti-dumping Investigations

**Description:** Information on the analysis of complaints alleging injurious dumping and resultant investigative activity. **Topics:** Original complaint; initial evaluation and investigation; detailed investigation; calculations and working papers. **Access:** Files are maintained by commodity. Certain data relating to investigations may be of a proprietary or sensitive nature and cannot be released. **Program Record Number:** CCRA CBR 210

### Appeals (Anti-dumping and Countervailing)

**Description:** Information on the processing of B2 appeals against dumping and countervailing decisions made under the Special Import Measures Act (SIMA); and in the case of Binational Panels appeals, an Administrative Record comprised of an Index, documentation identical to that described for Customs Branch – Anti-dumping Investigations and Customs Branch – Countervailing Investigations, complainant's briefs and responses thereto, motions and disclosure orders. **Topics:** Appeal documents and working papers relating thereto; documentation identical to that listed for Customs Branch – Anti-dumping Investigations and Customs Branch – Countervailing Investigations. **Access:** Files are maintained by commodity. Certain data relating to anti-dumping and countervailing investigations may be of a proprietary or sensitive nature and cannot be released. **Program Record Number:** CCRA CBR 225

### Automotive Relief Program Audit (Automotive and Special Remission)

**Description:** Information on the review of production reports and audits of manufacturers' production costs under the authority of the Special Remission Programs. **Topics:** Correspondence, production reports and audits pertaining to the Special Remission Programs governing the manufacturing of vehicles and parts under the Motor Vehicle Tariff Order (1988); off-highway vehicles. **Program Record Number:** CCRA CBR 200

### Branch Automated Equipment Acquisition and Inventory Control and Management

**Description:** Information on automated systems equipment (hardware, software, communications devices) acquisition, inventory, determination of funding levels for technology support costs, deployment and replacement processes. **Topics:** Acquisition forms, inventory database, ITB Costing Guide, funding reports. **Access:** Files are indexed numerically and by subject. **Program Record Number:** CCRA CBR 380

### Brokers Licensing

**Description:** Information on the licensing and control of Customs brokers. **Topics:** Qualifying examinations; Licensing Advisory Committee; Customs brokers records; agents; power of attorney. **Access:** Customs brokers records are filed alphabetically by name and location. **Program Record Number:** CCRA CBR 340

### Carrier Control

**Description:** Information on the report and control of the use of non-duty-paid instruments of international conveyance entering, exiting and transiting Canada; all modes of transport and transport-related equipment in accordance with Customs and transportation policy. **Topics:** Remission orders for, vessels, aircraft; policy



directives and information of a general or specific nature relating to carriers of all modes; cargo containers. **Access:** Case files are divided into different carrier modes and are filed alphabetically by company. **Program Record Number:** CCRA CBR 235

#### **Casual Refund System (CRS)/CREDITS – Maintenance and Support**

**Description:** Information on CRS. **Topics:** User Manuals, desk instructions, functional specifications, various test packages, bulletins to systems users. **Access:** Manuals are filed by subsystem and/or system name. Files are indexed numerically and by subject. **Program Record Number:** CCRA CBR 260

#### **Client Service – Cost Recovery Program**

**Description:** Information on the application of “fees for service” to all requests from external clients and other government departments for new or enhanced, long-term customs service. **Topics:** General, policy, specific initiatives. **Access:** Files are arranged by operational file number and by client name. **Program Record Number:** CCRA CBR 151

#### **Client Service – Fees for Documents**

**Description:** Information on the application of fees when clients request copies of documents related to the import or export of goods. **Topics:** General, policy/regulations (D1-3-1), public complaints, regulatory review process. **Access:** Files are arranged numerically. **Program Record Number:** CCRA CBR 152

#### **Client Service – Service Delivery at Customs Offices**

**Description:** Information concerning levels of service at customs offices (where, when and how service is provided) and on opening/closing of offices, hours of service offered, appointment of Acting Customs Enforcement Officers (ACEO'S), designation of customs offices at airports and other points of entry and public complaints. **Topics:** General; policy, Service Delivery Framework (operational procedures). **Access:** Files are arranged by subject matter and by file name of Customs office. **Program Record Number:** CCRA CBR 166

#### **Client Service – Special Service Charges**

**Description:** Information on the application of service fees pursuant to section 167 of the Customs Act for ad hoc customs service provided outside authorized hours, at a location other than a customs office or which is outside the normal realm of a customs officer's duties. **Topics:** General, policy/regulations (D1-2-1), public complaints, regulatory review process. **Access:** Files are arranged by number and subject. **Program Record Number:** CCRA CBR 153

#### **Collections and Accounts**

**Description:** Information on the collection of paid and outstanding accounts. **Topics:** Accounting; accounts receivable; accounts payable; suspense accounts; outstanding debts. **Access:** Cases are filed by number and invoice alphabetically by name of company or individual. **Program Record Number:** CCRA CBR 255

#### **Commercial Enforcement**

**Description:** Information on the development of enforcement policies, techniques and procedures. **Topics:** Import and export enforcement policies and procedures; policies on the utilization of intelligence data in enforcement programs. **Access:** Files are in numerical order. **Program Record Number:** CCRA CBR 370

#### **Commercial Verification**

**Description:** Information on policies and procedures respecting the legislation administered by Customs prior to the release of commercial goods to the importer or his agent and similar information on goods exported from Canada. **Topics:** Regulations, operational policies, processes, and procedures, contravention's and sanctions, and verification processes and methodology. **Access:** “D” memoranda and files containing instructions can be accessed alphabetically. **Program Record Number:** CCRA CBR 365

#### **Compliance and Performance Surveys**

**Description:** Information on the compliance of travellers; commercial goods arriving by highway, air and marine container; and courier and postal shipments. For travellers, measure their attitudes towards customs service and traveller processing times. **Topics:** Traveller and commercial compliance rated, for travellers, the dollar value of duties evaded, percentages of travellers sampled who were fully satisfied to fully unsatisfied with customs service. **Access:** Files are arranged by customs office name and by date of survey. **Program Record Number:** CCRA CBR 130

#### **Countervailing Investigations**

**Description:** Information on the analysis on complaints of the allegedly injurious importations of subsidized goods and the possible requirement for imposition of a countervailing duty. **Topics:** Evaluation of complaints; conduct of investigation; calculations and working papers. **Access:** Files are maintained by commodity. Certain data relating to countervail investigations may be of a proprietary or sensitive nature and cannot be released. **Program Record Number:** CCRA CBR 220



### Courier Systems and Procedures

**Description:** Information on the legislation, regulations and policies governing couriers involved in the clearance of low-value shipments through Canada Customs.

**Topics:** Courier policy and procedures, remission order, cost recovery, statistics, and correspondence with courier companies and associations. **Access:** D-Memorandum Information is filed by subject matter.

**Program Record Number:** CCRA CBR 305

### Customs Action Plan

**Description:** Information on Customs program development. Included are three main components: (1) The Customs Blueprint which outlines the proposed program development direction for consultation. The Blueprint documents are comprised of a discussion paper and two workbooks: one for traders and one for travellers. (2) The Blueprint Consultation Report compiles the results of the consultations and identifies the priorities for an action plan for the next five years. (3) The Customs Action Plan, 2000-2004, sets out the direction for the customs program for the next five years. **Access:** Documents (1), (2) and (3) are available now on Canada Customs and Revenue Agency's Website ([www.ccra-adrc.gc.ca/blueprint/](http://www.ccra-adrc.gc.ca/blueprint/)). **Program Record Number:** CCRA CBR 154

### Customs Commercial System (CCS)

**Description:** Information on the design, development, testing and implementation of CCS, another major automated system in the Customs commercial stream. Included is information on the following CCS sub-systems: Electronic Data Interchange (EDI) Components; Entry Acceptance; Customs Automated Data Exchange (CADEX); Customs Declaration Message (CUSDEC); Entry Selection; File Locator; Entry Retrieval; Adjustments; Technical Reference; Special Import Measures Act (SIMA); Facility for Information Retrieval Management (FIRM) and Refund Cheque Issue System (RCIS). **Topics:** Systems descriptions; functional specifications; applications; Memorandum of Understanding; Participant Requirement Documents; implementation plans; quality assurance programs; pre and post-implementation evaluation reports; user manuals and training material. **Access:** Files are indexed numerically and by subject matter. **Program Record Number:** CCRA CBR 349

### Customs Intelligence Data

**Description:** Information exchanged with foreign Customs administrations and law enforcement agencies used to produce intelligence relating to the detection and successful interdiction of actual and potential Customs violations. **Topics:** Offence-related data; profiles of individuals, companies, and organizations considered to be high-risk Customs offenders; information on past infractions by companies or persons; suspect files of individuals or companies;

commodity data pertaining to goods likely to be smuggled; methods of concealment, modus operandi of the smuggler, routing; demographics of smugglers, etc. **Access:** All data can be retrieved via printouts matching various selected fields or search of file material. Individual names, company names, addresses and telephone numbers can be the subject of search criteria. All fields can be sorted according to the data (i.e. alphabetically or numerically). **Program Record Number:** CCRA CBR 155

### Drawbacks and Refunds

**Description:** Information on the administrative policies for drawbacks of customs duties on exported goods, the refunds of Customs duties under various regulations (excluding appeals) and the development of Canadian legislation covering the drawback and refund programs. **Topics:** Correspondence on drawbacks – claims and claimants; refunds – claims and claimants; exports; obsolete or surplus goods; railway rolling stock; ships' stores; home consumption; post-audit and conditional remission Orders in Council. **Access:** Subject files and case files are arranged by subject or company name. Refund and drawback claims are filed by claim number and held in the various regional offices. **Program Record Number:** CCRA CBR 195

### Duty Deferral

**Description:** Information on the functions of the Duties Deferral Unit and the development of Canadian legislation covering various relief/refund/remission programs. **Topics:** Payment of claims withheld to offset debts due to the Crown; post-audit procedures; seizures arising from drawback or refund investigations; and trade talks and negotiations. **Access:** Files are arranged by subject, company, country or Agency. **Program Record Number:** CCRA CBR 205

### Duty Deferral, Drawback and Bonded Warehouse

**Description:** Customs Bonded Warehouses are departmentally licensed and related facilities operated by the private sector. Goods in a bonded warehouse are considered to be imported into Canada but have not been released from customs. Imported and domestic goods destined for export may be placed in a bonded warehouse. These facilities provide for the complete deferral of customs duties, anti-dumping and countervailing duties, excise duties and taxes including the GST. This deferral continues up to the point the goods are released for Canadian domestic consumption or exported. **Topics:** Customs Bonded Warehouses. **Access:** Individual Bonded Warehouse records are filed alphabetically by name and held in various offices. **Retention and Disposal Standards:** Records will be kept for ten (10) years. **Program Record Number:** CCRA CBR 420

### Duty Free Shop Licensing

**Description:** Information on the objectives and implementation of the duty free shop program at the land border, and information on airport duty free shops.

**Topics:** Criteria and procedures for licensee selection; standards of operations; duty free shop regulations and directives; licensee evaluation and monitoring system report (LEMS). **Access:** Individual land border and airport duty free shops records are filed by site; general information is filed by subject matter. **Program**

**Record Number:** CCRA CBR 275

### Enforcement (Anti-dumping and Countervailing)

**Description:** Information respecting the enforcement of the Canadian International Trade Tribunal's findings, case Enforcement Plans, Orders-in-Council relating to surtax matters. **Topics:** Entry documents and working papers related thereto. **Access:** Records are filed by case. Instructions and values available through an automated system. Certain data may be of a proprietary or sensitive nature and cannot be released.

**Program Record Number:** CCRA CBR 230

### Enforcement Devices and Techniques

**Description:** Information on the evaluation of current and proposed new techniques and scientific devices to detect non-compliance (by importers and travellers) with the law respecting illegal use of the mails and other means of transportation to import prohibited goods. **Topics:** Scientific devices and technological developments in detection equipment; drug enforcement; contraband detection programs; international enforcement and investigations; intelligence liaison. **Access:** Records are filed by subject matter. **Program Record Number:** CCRA CBR 300

### Entry Accounting and Adjustment Policy

**Description:** Information on Customs entry of commercial goods and related documentation: revenue accounting, invoicing and adjustments against accounting documents. **Topics:** B3 entry documentation; provisional entries; B2 requests for adjustment; amending entries; Canada Customs invoicing requirements contained in the "D" memoranda, which can be accessed alphabetically.

**Program Record Number:** CCRA CBR 330

### Export Reporting

**Description:** Information on the exporting of goods from Canada to the U.S. and to non U.S. destinations.

**Topics:** Export Declaration Form B13A, Canadian Automated Export Declaration System (CAED), Data Loading Module, User Guide. Information on the design, development and implementation of ACED. **Access:** Exporter reports are data captures and confidential.

**Program Record Number:** CCRA CBR 141

### General

**Description:** Information on the overall functions of commercial entry systems (e.g., audits, co-operation and liaison, meetings, projects and reports). **Topics:** Commodity coding; contingency plans; Customs Act revisions; co-operation with the Canadian Exporters' Association, Canadian Society of Customs Brokers, Canadian Importers' Association, Canadian Industrial Traffic League, and external agencies in general.

**Access:** Information is contained in the "D" memoranda, which can be accessed alphabetically.

**Program Record Number:** CCRA CBR 345

### Harmonized Commodity Description and Coding System

**Description:** Information on the Harmonized Commodity Description and Coding System (HS).

**Topics:** Meetings of the Harmonized System Committee of the Customs Co-operation Council (CCC) World Customs Organization (WCO) and the HS review sub-committee; the Nomenclature of the CCC/WCO and the HS; Canadian tariff and statistical nomenclature based on the HS. **Access:** Files and reports are filed by topic under the EAK4600 files series. **Program**

**Record Number:** CCRA CBR 379

### Integrated Customs Enforcement System (ICES)

**Description:** Information on the design, development and implementation of ICES, the major automated enforcement support system in the Customs Stream.

**Topics:** System descriptions; System Design and Architecture Documents; Implementation plans; User Manuals and Training material. **Access:** Files are indexed numerically by subject matter. **Program**

**Record Number:** CCRA CBR 440

### Integrated Primary Inspection Line (IPIL) System

**Description:** Information on the design, development and implementation of the IPIL System. IPIL supports the primary Customs Inspectors function at international airports by performing name queries against the Integrated Customs Enforcement System (ICES) and Field Operations Support System (FOSS) databases. IPIL is replacing the PALS Air System on a phased basis. **Topics:** Systems Designs and Architecture Documents; Implementation plans and system descriptions. **Access:** Files are indexed numerically by subject matter. **Program Record**

**Number:** CCRA CBR 115

### Import Process Division – Contracting Out

**Description:** Information related to the data capture of entry accounting and cargo data by private sector firms using Customs equipment and facilities. **Topics:** Operating procedures manual; Public Works and Government Services Canada contract; various reports, forms and files. **Access:**



Manual is filed by name and files are indexed numerically and by subject. **Program Record Number:** CCRA CBR 355

### **Machinery Program**

**Description:** Information on the function of the Machinery Program. **Topics:** Applications for remission of duty on eligible machinery and equipment. Investigation documents on the status of Canadian manufacturers. Correspondence with the Machinery and Equipment Advisory Sub-committee. **Program Record Number:** CCRA CBR 202

### **Management of Information**

**Description:** Information on the management of the information in CCS; system performance monitoring, performance standards and all data contained in the Customs Commercial System. **Topics:** Selectivity Committee; release and entry selection criteria; access to data and document retrieval for import analysis. **Access:** Files are indexed numerically and by subject file. **Program Record Number:** CCRA CBR 348

### **Management Systems and Services**

**Description:** Information on various planning subjects, and analyses and reports concerning the Customs Branch. **Topics:** Strategic, operational, financial, human resources, functional and systems planning, analysis and reporting; information management; and administration. **Access:** Records are filed by subject matter. **Program Record Number:** CCRA CBR 391

### **Mechanized Systems Development**

**Description:** Information on ensuring effective Customs control over the movement and processing of international mail, by means of improved facility designs and both mechanical and non-mechanical systems. **Topics:** Facility improvements; correspondence and drawings; machinery and equipment. **Access:** Records are filed by subject and by Customs office. **Program Record Number:** CCRA CBR 310

### **Origin Audit and Verification**

**Description:** Information on audit and verification policies, procedures and activities, respecting the rules of origin regulations under the North American Free Trade Agreement (NAFTA), Canada-Chile Free Trade Agreement (CCFTA), Canada-Israel Free Trade Agreement (CIFTA), and Canada-Costa Rica Free Trade Agreement (CCRFTA). **Topics:** Correspondence on the origin of goods and materials; origin audits and verifications; NAFTA motor vehicle averaging elections; FTA verification notifications; FTA advance rulings. **Access:** Files are arranged by FTA and/or subject and/or company name. **Program Record Number:** CCRA CBR 430

### **Personal Computer/LAN Systems Maintenance and Testing**

**Description:** Information on Notice of Arrears, Drawbacks (BARKS), Revenue Accounting System (RAS), Commercial Offsite Monitoring System (COMS); Automated Carrier Tracking System (ACTS). **Topics:** User Manuals, desk instructions, functional specifications, various test packages, bulletins to systems users, systems change procedures. **Access:** Manuals are filed by system name. Files are indexed numerically and by subject. **Program Record Number:** CCRA CBR 390

### **Policy and Administration (Anti-dumping and Countervailing)**

**Description:** Information on the development of Canadian legislation covering anti-dumping, countervail, surtax and the development and review of systems and procedures relating to the application of these programs; liaison with other Departments, other branches and divisions within Canada Customs and Revenue Agency; foreign trade; and tax legislation. **Topics:** Legislation; policy and technical interpretation of anti-dumping and countervail programs; correspondence and manuals; documents relating Agency involvement with the General Agreement on Tariffs and Trade (GATT) World Trade Organization (WTO) Agreement; trade negotiations [Free Trade Agreement (FTA), North American Free Trade Agreement (NAFTA), Canada-Chile Free Trade Agreement (CCFTA) Multilateral Steel Agreement (MSA)] and internal studies [Organization for Economic Co-operation and Development (OECD) study on trade and competition policies], studies and reviews on trade and tax legislation of foreign countries. **Program Record Number:** CCRA CBR 240

### **Policy and Administration (Origin)**

**Description:** Information on the development of Canadian legislation covering the tariff treatment of goods imported into Canada under Canada's various trade agreements and arrangements; liaison with other Government departments and other branches and divisions within Canada Customs and Revenue Agency; origin policies and practices of World Customs Organization (WCO); participation in international negotiations of free trade agreements as they relate to customs procedures, trade facilitation and rules of origin; trade agreement maintenance; determination of country of origin for marking purposes. **Topics:** Legislation, policy and technical interpretation of the origin program; correspondence, manuals and training materials; documents relating CCRA involvement with WCO's Technical Committee on Rules of Origin, various trade negotiations (North American Free Trade Agreement (NAFTA), Canada-Chile Free Trade Agreement (CCFTA), Canada-Israel Free Trade



Agreement (CIFTA), and Canada-Costa Rica Free Trade Agreement (CCRFTA)). **Program Record Number:** CCRA CBR 400

### Policy and Administration (Valuation)

**Description:** Information on the development of Canadian legislation covering valuation and the development and review of systems relating to the administration of valuation; liaison with other Government Departments and other branches and divisions within Customs; valuation legislation, policies and practices of World Trade Organization (WTO) signatories to the International Valuation Agreement.

**Topics:** Legislation, policy and technical interpretation of the valuation program; correspondence and manuals and training material; documents concerning Agency participation at General Agreement on Tariffs and Trade (GATT) World Trade Organization (WTO) Agreement meetings and at the Customs Cooperation Council (CCC)/World Customs Organization (WCO) Technical Committee on Customs Valuation meetings. Participation on Government Trade Agreement Initiatives (e.g. APEC, NAFTA, EFTA, FTAA, Chile, etc.). **Program Record Number:** CCRA CBR 216

### Postal Import Control System (PICS) – Maintenance and Support

**Description:** Information on PICS. **Topics:** User Manuals, desk instructions, functional specifications, various test packages, bulletins to systems users.

**Access:** Manuals are filed by subsystem and/or system name. Files are indexed numerically and by subject. **Program Record Number:** CCRA CBR 375

### Postal Policies, Procedures and Automated Systems

**Description:** Information on various policies, procedures, operational and automated systems respecting the importation of goods through the postal system by commercial and non-commercial importers; also co-operation and liaison with domestic and foreign authorities. **Topics:** Interpretations of legislation, regulations and policies; postal methods of payment for duties and taxes; postal import remissions; postal release procedures; complaints; mail movement and control; prohibited goods disposal; co-operation and liaison with domestic and foreign authorities such as the Royal Canadian Mounted Police, Agriculture Canada, Health and Welfare Canada, Canada Post Corporation and Statistics Canada. **Program Record Number:** CCRA CBR 295

### Program Development – Systems Management and Enhancements

**Description:** Information on problem resolution; design and implementation of systems enhancements

for ACROSS. **Topics:** Systems change procedures; system enhancements; various test packages to assess the different valid and invalid situations in the system functional specifications; security profiles.

**Access:** Files are indexed numerically and by subject matter. **Program Record Number:** CCRA CBR 129

### Program Planning and Analysis

**Description:** Information concerning Branch planning and budgeting activities including multi-year operational planning process (MYOP); the Branch monitoring framework for programs; the Operational Compliance Check System (OCCS); Customs inspector uniform program; operational issues related to health and safety and union-sensitive issues; PASS program (Personal Alarm Security System); special services; disposal of goods; claims against the Crown; briefing material for senior management on operational issues; responses to internal audit reports, program evaluations and Auditor General reports; co-ordination of special events (e.g. G-7 meetings, Olympic Games Expositions); policies to be followed in the communications centre regarding communications between the regions and headquarters in crisis situations; and statistics on inspector assaults.

**Topics:** Program planning and analysis-general, policy development, interbranch and interdepartmental coordination, monitoring, branch planning and budgeting. **Program Record Number:** CCRA CBR 160

### Project Management – Customs Commercial Systems (CCS) Systems Maintenance

**Description:** Information on problems resolution; design and implementation of system enhancements; audits and post-implementation reviews. **Topics:** CCS Priorities; systems problems; systems enhancements; pre- and post-implementation audit reports and responses; various test packages to assess the different valid and invalid situations in the system functional specifications. **Access:** Files are indexed numerically and by subject matter. **Program Record Number:** CCRA CBR 347

### Regional Customs Operations

**Description:** Information on the application of the programs, developed by the headquarters directorates, that pertain to the control of the international movement of people, goods and conveyances; the collection of revenue; entry examination and control; detection of smuggling; operation of warehouses; control of the operation of all modes of transport; and the primary inspection of services at all ports and outposts.

**Topics:** Transportation documents on all modes, their manifests, special conditions such as diversions, temporary entry, freight forwarding; cargo, carrier and warehouse control; seizure reports; powers of attorney; uncollectables – records of individuals, firms; Carrier

Penalty Assessments; temporary entries; ships' registries; investigation case files; detention orders; cultural properties – export permits; and commodity code rulings complaints. **Access:** Carriers are filed by mode of transport and alphabetically by company; warehouses are filed alphabetically by name and location; Customs Brokers are filed alphabetically by name and cross-referenced by an assigned control number. **Program Record Number:** CCRA CBR 135

### Regional Drawbacks, Refunds and Remissions

**Description:** Information on remitting or adjusting duties and taxes by means of the drawbacks, refunds, and remissions process, in accordance with the programs administered by the Trade Incentive Programs Division; conducting audits used to verify the manufacture of goods, and the volume of goods re-exported in order to establish eligibility for the Duties Relief Program. Conducting audits on orders in council subject to post audit to verify the use of goods. **Topics:** Surveys on specific industries pertaining to current manufacturing and marketing practices; background information required by the Interdepartmental Remission Committee; standing remissions orders; policies and directives on drawbacks, refunds, remissions, diversions, temporary entries, Canadian goods abroad. **Access:** Claim forms requesting drawbacks, refunds or remissions, filed by claim number at each regional office. **Program Record Number:** CCRA CBR 140

### Regional Tariff, Value and Origin

**Description:** Information on the actual application of the various programs under the Tariff, Valuations and Origin Programs and Assessment Programs directorates in areas such as tariff classification, Made-in-Canada status, Origin, tariff treatment, value for duty, Special Import Measures provisions, ruling enforcement and import surveillance. **Topics:** Correspondence with importers, exporters, brokers and other clients who are requesting a ruling or final decision regarding the tariff classification or Made-in-Canada status of imported goods, and the value for duty of used goods; the enforcement of valuation rulings or anti-dumping provisions by monitoring all import entries for compliance with existing rulings and to verify the amount of duty and taxes that should have been collected. **Access:** All entries are filed numerically. Correspondence filed by tariff item number, subject and commodity, or subject and name of importer or exporter at each regional office. **Program Record Number:** CCRA CBR 145

### Regulatory Development and Liaison

**Description:** Information on the evaluation and revision of existing legislation, the development and drafting of new legislation and the processing or amending of regulations, ministerial orders and other statutory

instruments required by the branch. **Topics:** Historical data on the present Customs Act; correspondence with Agency sources and other government departments; background information and supporting documentation; ministerial presentations on the Annual Regulatory Plan; information on other laws administered by Customs; requests for background information; and rationale for new, amended or revoked Orders-in-Council, ministerial regulations and other statutory instruments. **Access:** Files are arranged by subject matter. **Program Record Number:** CCRA CBR 376

### Remissions

**Description:** Information on the eligibility of companies and types of commodities for exemption or remission of duties and taxes under standing remission Orders-in-Council, special remissions, applications to the Interdepartmental Remission Committee and the development of Canadian legislation covering the remission program. **Topics:** Applications, background information, research data and decisions relating to standing remission Orders-in-Council; special remissions; Canadian goods abroad and temporary entry provisions. **Access:** Cases are filed by company name, subject and Order in Council number. **Program Record Number:** CCRA CBR 190

### Rules of Origin

**Description:** Information on the determination of tariff treatment in accordance with the Canadian rules-of-origin regulations and trade agreements (the North American Free Trade Agreement in particular). **Topics:** Inquiries; reports; requests for information; verifications; investigations and final decisions on such things as entries; invoicing; preferential tariff; and direct shipment. **Access:** Files are arranged by subject and country. **Program Record Number:** CCRA CBR 180

### Tariffs

**Description:** Information on the overall functions and programs that concern the Tariff Classification and International Nomenclature Division. **Topics:** Machinery program; Auto Pact; temporary tariff items; prohibited goods, end-use privileges; Customs laboratory reports; industry complaints and reviews; and regional referrals. **Access:** Files are arranged by tariff item and commodity. **Program Record Number:** CCRA CBR 185

### Travellers

**Description:** Information on the administration and application of specific tariff items and remission orders pertaining to travellers entitlements; and on the control and processing of travellers and their baggage entering Canada by all modes of transportation. **Topics:** Interpretative guidance on tariff items pertaining to visitors, former residents, settlers and their effects; maintenance of travellers declarations; liaison with other



departments; and inspection procedures. **Access:** Correspondence and policy decisions on commodity classification is filed by HS sub-heading number. General correspondence and policy information is filed numerically by subject matter. **Program Record Number:** CCRA CBR 280

### Travellers Year in Review

**Description:** The Year in Review is an annual publication detailing the results of compliance and performance measurement surveys along with statistics on traveller activity. **Topics:** Summaries of compliance and performance measurement surveys conducted annually, traveller volumes, examination rates, enforcement rates and numbers of small collections on a national, regional and select customs office basis. **Access:** The Year in Review is distributed to select managers in HQ and regionally. **Program Record Number:** CCRA CBR 136

### Valuation

**Description:** Information on the review, by Customs, of the value for duty of imported goods. **Topics:** Importer and exporter inquiries; review of accounting documents; instructions to importers; documentation, information on formal requests for re-appraisal. **Access:** Files are maintained by importer and commodity for review, and by region, year, number and date in case of formal requests. **Program Record Number:** CCRA CBR 215

### Warehouse Licensing

**Description:** Information on the licensing and operation of various types of Customs warehouses. **Topics:** Customs sufferance warehouses; frontier warehouses. **Access:** Individual sufferance warehouses records are filed alphabetically by name and location. **Program Record Number:** CCRA CBR 270

## ◆ Finance and Administration Branch

### Mathematical Tax Models – Operation and Control

**Description:** Information on the objectives, work, duties and responsibilities of the various tax model work groups; tax model sample selection schemes; computer database files (which may involve data matching for statistical purposes only) and record layout; computer program documentation; computer simulation system documentation; and data capture instructions. **Topics:** Administrative workload and processing model; personal taxation simulation model; corporation taxation simulation model; data capture instructions; techniques to prevent the releases of identifiable taxpayer information; corporate individual and family database files; operational computer programs; sampling techniques. **Program Record Number:** CCRA FAB 101

### Office and Information Management Services

**Description:** Responsible for the following Administrative and Management services: Library services; Information Management (formerly Records Management) regardless of physical form or characteristics; Mail, Messenger and Postal services; Management of Government Information Holdings (MGIH); Paperburden program; Publishing and form design services; Personnel and physical security services; Distribution services; Project coordination and Control. **Topics:** Development of policies, procedures, technology and services organization; directives review project; integrated publishing system service; development and maintenance of an automated mailing list system service. **Access:** Filed by subject matter. **Program Record Number:** CCRA FAB 430

### Operations Research Studies

**Description:** Information on the statement of a problem, method of approach, and the mathematical and operations research and econometric techniques involved in each study; summary of data requirements, design and procedures required to perform each study; system analysis; design and programming documentation to process data of each study; and data analysis, reports, data files (which may involve data matching for statistical purposes only) and correspondence produced during each study. **Topics:** Planning process studies; effectiveness studies; work optimization studies; workload and file selection studies; profile analysis; trend analysis studies. **Program Record Number:** CCRA FAB 116

### Publishing Services

**Description:** Responsible for publishing, printing, inserting, mail and postal services, program mailings, and distribution services for internal and public CCRA forms, publications and other related products for all Agency business lines. **Topics:** Development of policies, procedures, systems and guidelines; provision of analytical and consultative services; design, composition, layout, and productions of forms and other artwork in both paper-based and electronic format; alternate media services (e.g.: braille, large print, audio); the annual publishing review process; integrated publishing, mail and distribution systems; and the Publishing Database/Web Site. **Record Number:** CCRA FAB 110

### Resource Management Information (RMI)

**Description:** This system provides database-resident information on agency programs from the standpoints of resource utilization, productivity and achievement of objectives, in terms of the program business line structure as well as the agency organization structure. It is comprised of a suite of corporate systems and information bases of agency activity and operating



budget data from an individual employee and contractor staff level to the corporate level. The purpose of this information bank is to be the central repository and/or linkage to all agency resource management information from employee leave tracking to multi-year resource and workload tracking and planning. Access will not be permitted without adequate proof of identification and/ or authority.

**Topics:** Agency program plans, results and analyses of results, workload forecasts and, market surveys, as well as emerging issues and trends. Individuals identified in this bank are all employees of the Canada Customs and Revenue Agency, as well as staff members who are engaged under personal service contracts. Components of the RMI suite include Activity Management, which is used to track activity costs and managing operating budgets, leave and extra duty, as well as substantiating time charged on contract staff invoices. The Human Resource component of the information base, provides data used for leave and extra duty management. The Budget component is used from the initial annual allotment through to the allocation and adjustment of resources by responsibility center, work section and reporting object. The Organization/Activity component is used to correlate the agency activity and organization management structures. The Activity Costing component is used to provide agency activity management information. The Multi-Year Resource Tracking System used for corporate planning, Estimates, Supplementary Estimates and TB Submissions. **Program Record Number:** CCRA FAB 006

### Revenue Reporting and Analysis

**Description:** Information on the analysis, distribution and reporting of Customs, Excise and Taxation revenue, such as customs duties, the Goods and Services Tax, Excise taxes and duties, federal and provincial income taxes, Canada Pension Plan contributions and Employment Insurance premiums. **Topics:** Revenue Collection and disbursements from revenue, i.e. refunds, rebates by type, i.e. Customs, Excise and Taxation, assessed revenue (taxes for which an assessment notice is issued), tax credits, Canada Pension Plan and Employment Insurance Act transfer schedules; royalty tax rebates, Employment Insurance benefit repayments; settlement of tax deductions with the province of Quebec; reconciliation of revenue deposits with chartered banks; foreign fund chargebacks; tax deductions settlements with the Bank of Canada; Canada Pension Plan, Employment Insurance Act; unclaimed cheque suspense account; cancelled cheques other than unclaimed cheque suspense; annual reconciliation of cash in transit; duplicate refund cheque data; accounts receivable as per public accounts and interdepartmental settlement notification data, revenues collected on behalf of other government departments and provinces, such as

provincial sales tax and provincial alcohol and tobacco taxes and levies collected at the border, the Air Transportation Tax, Offshore Sales Tax, internal revenue transfer data, Bank Authorization Numbers (BAN), First Nations Taxes (FNT). **Program Record Number:** CCRA FAB 320

### Scientific/Advisory Services

**Description:** Information on the analytical and scientific advisory services provided in support of the administration of the Customs Tariff Act and related legislation; the Excise Act and related legislation and the Spirits Instrument Certification Program; on Forensic Document Analysis in support of investigations and prosecution of fraud; on scientific and technical research and development work in support of the administration of Customs, Excise and Tax policies, regulations and procedures. **Topics:** (i) Technical information and methodology for the analysis of commodity importations, suspected contraband, seized spirits and tobacco products, denatured alcohols and other goods subject to excise duty and/or taxes; laboratory reports and certificates on analysed products; certificates issued for the Spirits Instruments Certification Program; and laboratory reports related to the examination of fraudulent documents. (ii) Project reports and working papers associated with the investigation and development of scientific methods, systems and equipment for the detection and identification of goods subject to Customs and Excise control; reports from external consultants providing specialized laboratory services; and information from scientific equipment manufacturers.

**Access:** (i) methods, laboratory reports and certificates indexed on EDP database; and (ii) project reports filed numerically by project or electronically, external consultants reports filed by date and equipment filed by subject and manufacturer. **Program Record Number:** CCRA FAB 425

### Statistical Services to the Agency

**Description:** Information on forecasts of expected filing patterns of individual income tax returns, and on statistical schemes and consulting services provided to divisions in the Agency. **Topics:** Consulting services provided to the Agency; statistical methodology support provided to the Agency managers. **Program Record Number:** CCRA FAB 111

### Statistics – Operations, Control and Release of Data

**Description:** Information on the objectives, work, duties and responsibilities of the various work groups calculating statistics; computer program documentation and design; sample designs, data capture techniques and instructions; database files (which may involve data matching for statistical purposes only) and record layouts; requests for and releases of data; and data

calculations compiled. **Topics:** Statistics on individuals with various breakdowns by age, sex, occupation, and geographic region; corporation income statistics; requests for and releases of statistical information by source, personal, corporation and family sample files; statistical sample designs for collecting statistics listed above; listings of agencies legally entitled to taxation data; releases of taxation data to federal and provincial agencies; monthly and quarterly tax collection and tax filing reports; internal administrative statistics on assessments, audits, and post-assessing projects.

**Program Record Number:** CCRA FAB 106

### Tax and Non-Tax Revenue

**Description:** Information on the analysis, distribution and reporting of tax and non-tax revenue. Information and data on the research, analysis, draft proposals and approval of Agency financial policy, systems and procedures. **Topics:** Customs and Excise tax and non-tax revenues, reconciliation of revenue collected with Bank of Canada deposit acknowledgements; annual reconciliation of cash in transit; technical information; legislative/regulatory requirements; research problem definitions, proposals, alternative solutions, reports, drafts and approvals. **Access:** Files are arranged by subject and number, or by project.

**Program Record Number:** CCRA FAB 420

## ◆ Information Technology Branch

### Assessment Processing

**Description:** Information on the development, implementation, and maintenance of EDP (electronic data processing) systems and procedures designed to determine the accuracy of T1 individual income tax returns and T3 trust income tax returns, and related schedules, initially submitted by taxpayers, tax preparers, agents, and trustees in electronic, paper, or telephonic format, and of adjustments resulting from additional information supplied by taxpayers, tax preparers, agents, and trustees, or from verification initiated by the Agency; information on the development, implementation, and maintenance of EDP (electronic data processing) systems and procedures designed to capture information from NISA (Net Income Specialization Account) application forms. **Topics:** Operational and administrative communications with various head office divisions that have functional authority for the systems development for them; computerized and manual T1 and T3 initial assessment, reassessment and compliance verification systems; direct data entry (DDE); Electronic Filing (T1 EFILE and T1 Netfile); T1 TELEFILE; Taxation T1 Assessing Master File; Taxation T3 Master file; NISA (Net Income Specialization Account); Home Buyers Plan (HBP); Lifelong Learning Plan (LLP); Pension system; Tax Information Phone Service (TIPS); T1 Matching discrepancy file slips. **Program Record Number:** CCRA ITB 274

### Case Management and Enforcement

**Description:** Document of several Revenue data and information processing systems, as well as technical programming standards and guidelines. Documentation is principally in the form of program listings, run books and related materials intended to support system development, maintenance and operation. **Topics:** System Universal DELPAC (Delinquent action Processing and Control) System (SUDS) – Filing Enforcement for Individual and Corporate Tax Returns, Filing Enforcement for Returns from Charitable Organizations on behalf of the CARE (Charity Assessing and Registration System) and Registration Enforcement for the Goods and Services Tax; Automated Collections and Source Deductions Enforcement System (ACSES) and Revenue Enforcement Management and Information Tracking System (REMITS) – support for the collection of overdue accounts; Employer Sponsored Plans System (ESP) – processing of employer sponsored pension plan data; miscellaneous systems and programs such as the On-line Chargeout System (OLC) to control issuance and location of income tax returns. **Program Record Number:** CCRA ITB 268

### Client Identification

**Description:** Documentation in the form of database models and descriptions applicable to database for identification systems including; individuals (T1 Ident), businesses (Business Number), Goods and Services Tax Registration, and discounters. Also documentation in the form of database models and descriptions for applicable database for: Canadian cities and their postal and locality codes (City Index), Canadian bank codes (Direct Deposit), and refund payment information (Payment Enquiry System). **Topics:** Operational and administrative communication to and from the various head office divisions that have functional authority for the systems development for them. **Program Record Number:** CCRA ITB 266

### Computer Operations

**Description:** Information on computer hardware (the various computer components); operation of computer equipment and the administrative procedures used within the Technology Operations and Client Support Directorate. **Topics:** Procedure manuals for data control; tape library; computer room security; scheduling; administrative computer operations; computer output microfilm operations; Tax Centre computer operations; production control and IBM/AMDHAL/HDS operations. **Program Record Number:** CCRA ITB 271

### Corporate Administrative Systems (CAS)

**Description:** CAS is an integrated system used by the CCRA for the following administrative function; finance; asset management; resource management; human



resource management; facility management; material management; and procurement. Documentation includes information on the design, development, testing, implementation and maintenance of CAS.

**Topics:** Operational and administrative policies, project plans, business requirements, program specifications, change action requests, architecture landscape, and training material are available. **Program Record**

**Number:** CCRA ITB 260

### Credit Determination

**Description:** Information on the development, implementation, and maintenance of all electronic data processing of benefit programs. The Credit Determination Division presently manages twenty-two credits. These credits are designed to contribute to the economic and social well-being of Canadians by, for example, reducing child poverty and helping parents of low-income families to participate in the workforce. Thirteen out of twenty-two credits are for children: – Canada Child Tax Benefit (CCTB) including the National Child Benefit Supplement (NCBS) – British Columbia Family Bonus (BCFB) including the British Columbia Employment Income Bonus (BCEIB) – Alberta Family Employment Tax Credit (AFETC) – Saskatchewan Child Benefit (SCB) – Northwest Territories Child Benefit (NWTCB) – Nunavut Child Benefit (NUCB) – Yukon Child Benefit (YCB) – New Brunswick Child Tax Benefit (NBCTB) – Newfoundland and Labrador Child Benefit (NLCB) – Nova Scotia Child Benefit (NSCB) – Children's Special Allowance (CSA). – Three credits are related to the GST: – Goods and Services Tax Credit (GSTC) – Saskatchewan Sales Tax Credit (SSTC) – Newfoundland Harmonized Sales Tax Credit (NHSTC). In Saskatchewan, Newfoundland, Nova Scotia and New Brunswick, provincial sales taxes have been harmonized – with the GST, resulting in the HST. And the last credit is designed to help senior citizens – Newfoundland Seniors Benefit (NSB). On behalf of our partnership with federal and provincial Governments, four credits are designed to help Canadian citizens of low income by providing Federal-Provincial Tax Rebate; – Relief for Heating Expense (RHE) – British Columbia Tax Rebate (BCTR) – Alberta Energy Tax Rebate (AETR) – Ontario Tax Dividend (OTD). **Topics:** Operational and administrative communications with various head office divisions that have functional authority for the systems developed for them; computerized and manual applications for the Child Tax Benefit and Child Special Allowance, electronic initial assessments and reassessments for all social benefit programs; electronic records of all payments and financial adjustments to benefit client accounts and electronic records of all correspondence sent to benefit clients. **Program Record**

**Record Number:** CCRA ITB 272

### GST/Non-Resident/Payroll Deductions/ Client Communications

**Description:** Information on the development, implementation, and maintenance, of several accounting systems. Currently this is the Office of Primary Interest for the Client Communication Project and GST Redesign. **Topics:** GST and Non-resident and payroll deductions (PAYDAC), accounting, collection and enforcement systems; assessment, collection, Non-Res; various GST and Excise micro-computer applications; and PAYDAC ad hoc reporting systems; **Program Record Number:** CCRA ITB 270

### Integrated Customs Systems

**Description:** Currently in development, the Integrated Customs System (ICS) is based upon the Customs Blueprint initiatives designed to streamline and expedite legitimate trade and facilitate processing of low-risk travellers, enhanced import and export control effectiveness, and ensure Government revenues are collected. The ICS combines new components, applications, and technical infrastructure, with interfaces to existing Commercial Traveler, and Enforcement systems. **Topics:** Documentation includes information on the design, development, testing, and implementation of the components, applications, and infrastructure that comprise ICS. Systems descriptions, conceptual designs, database models, project development and deployment schedules, procurement records, integrated testing strategy and problem reporting instructions, and problem management strategy are available. **Program Record Number:** CCRA ITB 262

### Infodec / Disbursement / Individual Ident Systems

**Description:** Documentation of several taxation data and information processing systems. Documentation is principally in the form of program listings and run books intended to support maintenance and operation. **Topics:** Information declaration system (Infodec) – data capture; amendment and storage of T4/T5 families of information returns; RAPID – rapid information for districts; enquiry programs for field offices into on-line tax data; Individuals (T1 Ident); Charity Assessing and Registration (CARE) – processing of registered charitable organization returns. Also documentation in the form of database models and descriptions for applicable database for: Canadian cities and their postal and locality codes (City Index), Canadian bank codes (Direct Deposit), and refund payment information (Payment Enquiry System). **Program Record**

**Number:** CCRA ITB 291



### **Residency Determination Advisory electronic data processing system**

**Description:** Individuals leaving or entering Canada for an extended period of time are encouraged to request a determination of their residency to ensure they understand their tax obligation to Canada. The Residency Determination Advisory system assists officers in the CCRA in determining an individual's residency status for Canadian income tax purposes.

**Topics:** Information on the development, implementation, operation and maintenance of this system, in the form of computer programs, program run books database models and description, and related materials. Includes operational and administrative communications with various head office divisions that have functional authority for the system. The system includes electronic records of residency determinations and business rule logic. **Program Record Number:** CCRA ITB 278

### **Standardized Accounting and T2 (Corporate Tax Return) Redesign Projects**

**Description:** Standardized Accounting begins at the point of posting a credit, debit or accounting non financial transaction to the client account, and ends at the point of updating the Revenue Ledger and issuing of Accounting Communications. T2 will manage Corporation Assessing, Electronic Filing, Inquiries, and Changes. **Topics:** Applying payments; validating and applying net assessment/return amounts to the client account; validating and applying installment or re-assessment prepayment amounts to the client account; validating and applying account adjustments to the client account; calculating and applying accounting penalties to the client account; calculating and applying interest to the client account; offsetting credit balances within one program against debts in other programs; performing setoff activities on behalf of other Government Departments; issuing refunds; issuing standardized accounting communications; managing of a central revenue ledger; providing consistent financial reporting; facilitating account enquiries. EDI filing of T2's; Ongoing legislative changes; Development of an interface with Standardized Accounting; Inclusion of changes necessary to meet requirements of Release 8 of the Business Number (BN) project. **Program Record Number:** CCRA ITB 264

### **T1 (Individual Income Tax Return)**

**Description:** Information on the development, enhancement, maintenance and support of EDP (electronic data processing) systems and procedures for T1 individual income tax return accounting and various related applications. **Topics:** T1 Accounting, Automated Interest Calculation (AutoIntcal), Automated Sub Ledger (ASL), Electronic Enquiries Service (EES),

Electronic Revenue Accounting (ERA), Employer Sponsored Pension Plans (ESP), Fairness, Individual Enquiries Computer Telephony Integration (IE/CTI), Individual Enquiries Print (IEP), Individual Enquiries Workbench (IEW), Installment Notices (INNS), RAPID information for districts (RAPID). **Program Record Number:** CCRA ITB 286

### **Waivers on Withholding electronic data processing system**

**Description:** The Waiver on Withholding system assists officers in the CCRA in determining whether a waiver of withholding taxes should be granted. The Canadian Income Tax Act requires a withholding of tax from certain amounts paid to non-residents of Canada in respect of services rendered in Canada or to certain residents of Canada working abroad. If, however, a client can adequately demonstrate that the withholding taxes normally required are in excess of their ultimate Canadian tax liability, the CCRA may reduce the withholding tax accordingly. **Topics:** Information on the development, implementation, operation and maintenance of this system, in the form of computer programs, program run books, database models and description, and related materials. Includes operational and administrative communications with various head office divisions that have functional authority for the system. The system includes electronic records of Waiver on Withholding consultations and associated comments, business rule logic and statistical, information and adhoc reports. **Program Record Number:** CCRA ITB 276

### **Year 2000 Project Office**

**Description:** Information relating to the overall administration of the Year 2000 project such as workplans, strategies, contingency plans, compliance status reports, legal liabilities, awareness issues, testing and results, commercial product reviews, best practices, external client readiness and other related Y2K issues. **Topics:** Year 2000 information concerning Regions and Branches, ITB, and External organizations. **Program Record Number:** CCRA ITB 288

### **Accelerated Customs Release Operation Support System**

**Description:** Documentation on the development, implementation and maintenance of computer systems pertaining to Commercial release and reporting. **Topics:** Importer registration, Release electronic documents, enforcement lookouts and passage database; as well as data dictionary and schemas; procedural documents for problem reporting and resolution for CCS/FIRM/G11. **Program Record Number:** CCRA ITB 300

## Benefits Data Exchange

**Description:** A composite organization structure comprised of three distinct reporting units supporting functional programs falling under The Children's Agenda – an umbrella of federal and provincial initiatives that collectively form the stated #1 priority of our federal and provincial governments. These initiatives include systems in support of the Goods and Services Tax Credit (GSTC), the National Child Benefit Supplement (NCBS), the Canada Child Tax Benefit (CCTB), The Children's Special Allowance (CSA), and over 18 different provincial and territorial benefit programs and products. **Topics:** The Division's product suite includes web enabled data delivery mechanisms to provincial, territorial and third party partners, a fully operational data warehouse and data mart operation and a number of internal productivity tools, frameworks and technologies. **Program Record Number:** CCRA ITB 310

## Business Number

**Description:** Documentation in the form of database models and descriptions applicable to database for identification systems including businesses (Business Number), Goods and Services Tax Registration, and discounters **Topics:** Operational and administrative communication to and from the various head office divisions that have functional authority for the systems development for them. **Program Record Number:** CCRA ITB 320

## CANPASS

**Description:** Documentation on the development, implementation and maintenance of computer systems pertaining to Traveler CANPASS systems in the Customs and Trade Administration environment. **Topics:** Travelers rates and declaration database; vehicle passage database; line officer reference manuals for all CANPASS modes of travel, as well as data dictionary and schemas; procedural documents for problem reporting and resolution for CANPASS. **Program Record Number:** CCRA ITB 330

## Customs Commercial Systems

**Description:** Documentation on the development, implementation and maintenance of computer systems pertaining to Commercial accounting and reporting. **Topics:** Importer and carrier identification, Commercial rates, B2 & B3 electronic documents, and accounting databases; as well as data dictionary and schemas; procedural documents for problem reporting and resolution for CCS/FIRM/G11. **Program Record Number:** CCRA ITB 340

## Integrated Customs Enforcement System (ICES)

**Description:** ICES is the major automated enforcement support system in the Customs Stream. Information includes the design, development,

implementation, and ongoing support and maintenance of ICES. **Topics:** System design, operation, maintenance and support of the system. System database model, enforcement library, problem resolution and **testing procedures.** **Program Record Number:** CCRA ITB 350

## Intelligence Management System (IMS)

**Description:** The IMS supports border enforcement on a national basis by providing operational support for Intelligence Officers and Intelligence Analysts. **Topics:** System design, operation, maintenance and support of the system. System database model, problem resolution and testing procedures, deployment schedule. **Program Record Number:** CCRA ITB 360

## TEPS/PICS/PALS/CECPS/TPHS

**Description:** Documentation on the development, implementation and maintenance of computer systems pertaining to Commercial, Postal, Traveler, and Enforcement systems in the Customs and Trade Administration environment. **Topics:** Commercial and Travelers rates and declaration database; postal rates and declaration database; vehicle passage database; as well as data dictionary and schemas; procedural documents for problem reporting and resolution. **Program Record Number:** CCRA ITB 370

## ◆ Policy and Legislation Branch

### Changes to International Provisions of the Income Tax Act

**Description:** Information on recommendations for changes to various provisions of the Income Tax Act, e.g., provisions covering income of non-resident persons and shareholders of certain corporations not resident in Canada. **Topics:** Files on proposed changes to the Act such as Part XIII (Sections 212-217), dealing with the taxation of income earned in Canada by non-resident persons (interest, dividends and royalties). The provision for foreign tax credits in Section 126 and the provisions dealing with residents in Section 250 are further examples. **Program Record Number:** CCRA PLB 086

### Duty (Regional)

**Description:** Information on monitoring and auditing of licensees liable for excise duties under the Excise Act including licensee information, implementation of Agency operating procedures and directives for alcohol, beer and tobacco. **Topics:** Tax rulings; licensing and licensing status; statement of production; monthly return of excise duty and monthly return of licensed bonded manufacturers; annual inventory of chemical stills; general correspondence. **Access:** Filed by licensee company name. **Program Record Number:** CCRA PLB 126



### Excise Duty

**Description:** Information on the excise duties under the Excise Act; on alcohol, beer, and tobacco products; production and warehousing of these products; licensee information. **Topics:** Excise duty – general; alcohol and by-products; denatured alcohol; alcohol for fuel; beer and breweries; bonds; bonded carriers; distilleries; drawbacks and refunds of excise duty; pharmacists; exports; licences and permits; manufacturers in-bond; monitoring; samples for analysis; special Excise services charges; chemical stills; tobacco manufacturing; warehousing; weighing and measuring devices; fortified wine; and labels for approval. **Access:** Subject Matter filed by commodity, i.e., alcohol, beer and tobacco. **Program Record Number:** CCRA PLB 075

### Infozone

**Description:** CCRA Intranet site which provides CCRA employees with immediate access to all CCRA technical information, publications, forms, announcements, newsletters etc. in both official languages. It also contains CCRA policies, standards, and procedures, forms and templates, media and other news services, training and development, workplace practices and opportunities, technology and related issues, and reference material such as phone books, organization charts, contact lists, and numerous publications. **Access:** Users can browse through a general homepage which links to all other branches and sources of information. **Program Record Number:** CCRA PLB 455

### Excise Taxes and Special Levies

**Description:** Information on the application of excise tax under the Excise Tax Act on wine, jewellery, tobacco products, petroleum and motor fuels, split-run editions of magazines, automobile air conditioners, and automobiles over specified weights; information on the application of air transportation tax under the Excise Tax Act for passenger air transportation meeting certain conditions, licensee information; information on the application and collection of tax on insurance premiums under Part I of the Excise Tax Act, training materials, memoranda, notices, regulations and remission orders. **Topics:** General wine, automobile air conditioners, magazine tax, regulations/remissions, jewellery, fuel taxes, projects, customs tariff. **Access:** Subject matter filed by commodity, i.e., wine, jewellery, tobacco, motive fuel, air transportation, insurance premiums, air conditioners and heavy vehicles. **Program Record Number:** CCRA PLB 030

### Field Development

**Description:** Information on branch training initiatives and programs relative to tax interpretations, for both Interpretation and Service officers and auditors in

the field and at headquarters. **Topics:** Work and service standards; casework procedures; registration investigation procedures; classification factors.

**Access:** Filed by subject. **Program Record**

**Number:** CCRA PLB 130

### FST – Rulings

**Description:** Information on the eligibility of companies or commodities for exemption from sales or excise taxes and duties; eligibility for refund in the form of rulings – precedent and policy setting; and Tariff Board decisions under such fields as manufacturers and producers, values for tax, refunds, conditional exemptions, containers and coverings, clothing and footwear, and other general commodity headings.

**Access:** Rulings (Automated Information System (RISE) and card file) and CCRA Electronic Library. **Program Record Number:** CCRA PLB 134

### Income Tax Rulings – Subject Matter Files (Primary Files)

**Description:** Correspondence with taxpayers on matters relating to interpretations of the Income Tax Act and Regulations, including copies of advance income tax rulings and requests for technical interpretations. **Topics:** Subject files are broken down into specific subject topics as listed in the index to the Income Tax Act and Regulations and related legislation, e.g., income from office or employment, capital cost allowances, gifts, dividends, property, deceased taxpayers, expenses. Files contain both the incoming taxpayer enquiry and the outgoing response. **Access:** Correspondence is filed chronologically under the relevant topic. A card index is maintained to assist in locating specific correspondence either under the taxpayer's name and/or that of his or her representative. The confidentiality provisions of the Income Tax Act prevent information contained in this program record concerning specific taxpayers from being disclosed without the written permission of the taxpayers involved. **Program Record Number:** CCRA PLB 041

### Technical Publications and Programs (Headquarters)

**Description:** GST/HST technical information necessary for registrants to voluntarily comply with the GST/HST is provided both in hard copy and electronically. **Topics:** This includes GST/HST Memoranda Series, Policy Statements, the GST/HST News, and Technical Information Bulletins. **Access:** Records Management Files, Infozone, CCRA Internet site, CCRA Electronic Library, EBBS (electronic versions for subscribing publishing houses). **Program Record Number:** CCRA PLB 136

### International Representation

**Description:** Information on Agency activities with various international organizations. **Topics:** Customs



Cooperation Council (CCC); Inter American Centre of Tax Administrators (CIAT); European Community (EC); Organization of American States (OAS); General Agreement on Tariffs and Trade (GATT); United Nations Conference on Trade and Development (UNCTAD); Customs Caribbean Law Enforcement Conference (CCLEC); and others. **Access:** Filed by subject; organizations, by name; and trade negotiations, by country. **Program Record Number:** CCRA PLB 445

### Interpretations

**Description:** Information and research on complex tax issues, cases referred by the regional offices and the taxpaying public, and questions resulting from legislative policy changes, such as budget resolutions and Ways and Means motions. **Topics:** General correspondence from taxpayers, Customs brokers, consultants and representative industries on specific tax rulings by commodity subject, e.g., transportation equipment, aircraft, foodstuffs, fuel, electricity. **Access:** Filed by subject number. **Program Record Number:** CCRA PLB 140

### Legislation

**Description:** Information on aspects of existing or proposed legislation. **Topics:** Research, correspondence and recommendations relating to amendments to the Excise Tax Act, the Excise Act, and the Softwood Lumber Products Export Charge Act. **Access:** Filed by subject. **Program Record Number:** CCRA PLB 080

### Legislative and Intergovernmental Affairs Branch Memoranda – Research Material

**Description:** Information on interpretations of significant or problematic income tax matters. Research files contain copies of technically significant interpretations, rulings, legal opinions and position papers in connection with each memorandum issued to Agency staff. **Topics:** Technical interpretations, background information and intended effect on certain aspects of the Income Tax Act, Canada Pension Plan, Employment Insurance Act, reciprocal tax treaties, the Income Tax Acts of agreeing provinces and related Regulations; specific topics such as universities outside Canada, forgiveness of loans; and educational institutions. **Program Record Number:** CCRA PLB 036

### Other International Matters

**Description:** Information on relations with the Department of External Affairs, other governments, taxpayers (both domestic and foreign) and international organizations, on matters not covered under other program records. **Topics:** Sovereign immunity and non-resident problems; international joint programs; Commonwealth Association of Tax Administrators (CATA); Organization for Economic Cooperation and Development (OECD); Centro Interamericano de

Administradores Tributarios (CIAT); Centre de Rencontre et Études des Dirigeants des Administrations Fiscales (CRÉDAF). **Program Record Number:** CCRA PLB 076

### Proposed and Enacted Amendments

**Description:** Information on memoranda, discussion papers and other background material in connection with proposed amendments. This material is maintained in confidential files until each amendment is passed by Parliament. Some of the material may remain classified as confidential even after a proposed amendment is enacted such as written material from other departments (Department of Finance), background information and legal opinions. **Topics:** Correspondence and liaison memoranda with other divisions, the Department of Finance and other government departments; subject matter files, by section of the Income Tax Act, containing all material related to a given amendment. **Program Record Number:** CCRA PLB 037

### Provincial Information

**Description:** Information on dealings with the Department of Finance, provincial governments, and other divisions within the Agency on the administration and interpretation of the law, collection agreements and changes to provincial law. **Topics:** Exchange of information with provinces regarding individual taxpayers; interpretation of federal and provincial income tax acts; provincial budget changes, proposed and enacted; interpretation of collection agreements; administration of collection agreements. **Program Record Number:** CCRA PLB 081

### Charities Directorate – Client Files and Subject Matter Files

**Description:** There is a client file for each applicant for registration as a charity, Canadian amateur athletic association (CAAA) or national arts service organization (NASO) under the Income Tax Act. The Directorate also maintains subject matter files relating to the administration of the Income Tax Act and the applicant of the common law as it relates to the registration of Charities, CAAs and NASOs. **Topics:** Client files are filed numerically and may include applications, governing documents, determinations of eligibility of registration, interpretations, annual information returns (form T3010 and T2052), and audit reports. Subject matter files are broken down into specific topics and may contain correspondence with clients, taxpayers, and other government departments, copies of court cases, administrative and operational guidelines relating to registration, and statistical information. Information is filed chronologically under the relevant topic. **Access:** The confidentiality provisions of the Income Tax Act prevent information contained in these program records concerning specific taxpayers from being disclosed without the written authorization of the taxpayers involved. However, certain information

about registered charities is available to the public upon request to the Charities Directorate, by calling, toll-free, 1-877-202-5111, or by writing to the Directorate at Canada Customs and Revenue Agency, Ottawa, Ontario, K1A 0L5. Available information about registered charities includes governing documents, information returns (form T3010), applications for registration, notifications of registration, and directors' names. A listing of registered charities may be accessed at [www.ccr-aadrc.gc.ca/charities](http://www.ccr-aadrc.gc.ca/charities). The web site also includes brochures, guides, newsletters and draft publications for comment. **Program Record Number:** CCRA PLB 290

#### **Registered Pension and Deferred Income Plans**

**Description:** Information on the registration, audit and approval of amendments to employees' pension plans (EPPs), deferred profit sharing plans (DPSPs), education savings plans (RESPs), supplementary employment benefit plans (SUBPs), retirement savings plans (RRSPs), retirement income funds (RRIFs); registered investments (RIs); actuarial advice on the approval of employer contributions to employee pension plans; and the development of forms and information circulars.

**Topics:** Research and subject files on specific provisions concerning EPPs, DPSPs, RESPs, SUBPs, RRSPs, RRIFs and RIs (contain letters to and from taxpayers); administrative and organizational practices for processing applications for registration and amendments to plans; instructions for the audit of registered pension and deferred income plans; instructions for completing style letters; instructions for completing computer transcripts for ESP system; development and amendment of forms; development and amendment of information circulars. **Program Record Number:** CCRA PLB 117

#### **Regulations**

**Description:** Information on memoranda, discussion papers, correspondence and other background material relating to new, or amending existing regulations; copies of Orders-in-Council and schedules thereto, submission letters and communications between the Deputy Minister and the Minister. Some of the material is confidential and may not be released. This includes written material from other departments (Department of Finance), background information and legal opinions.

**Topics:** Liaison with other divisions, departments or agencies; subject matter files by part (of regulations) number containing materials related to amendment; chronological file containing master copies of all amendments and communications from the Deputy Minister to the Minister. **Program Record Number:** CCRA PLB 038

#### **Relations with Provinces and Territories**

**Description:** Information on the development of national policies and strategic direction to guide the

CCRA in the management of relations with provinces and territories. **Topics:** Service Management Frameworks signed with provinces. **Program Record Number:** CCRA PLB 045

#### **Social Security Agreements**

**Description:** Information on the negotiation of social security agreements with Quebec and foreign governments in conjunction with Health and Welfare Canada, and the implementation of these agreements. Canada has social security agreements with, for example, France, Greece, Italy, Jamaica and Portugal. **Topics:** Negotiations of the agreements; implementation of the agreements. **Program Record Number:** CCRA PLB 091

#### **Tax Treaty Files**

**Description:** Information on the negotiation of all tax treaties including all of the notes and minutes of negotiation meetings. **Topics:** Separate series of files for each set of negotiations with treaty countries, and general files on the interpretation of treaties. Some examples include treaties with Australia, Barbados, Belgium, Israel, Switzerland, the United Kingdom, and the United States. **Program Record Number:** CCRA PLB 071

#### **Taxation Research Master Files (Chronological File)**

**Description:** Information authored within Income Tax Rulings on technically significant tax law interpretations, income tax rulings, requests for legal opinions in respect of specific sections of the Income Tax Act and Regulations and other related legislation included in the Income Tax Rulings' files. **Topics:** Subject topics are the same as indicated in CCRA PLB 041 except they are filed chronologically in two week periods. **Access:** Correspondence is filed chronologically. There is no specific index to these files other than a reference to the date. The confidentiality provisions of the Income Tax Act prevent information concerning individual taxpayers from being disclosed without the written permission of the taxpayers involved. As of January 1993, these documents are available for sale to the general public. As of January 1996, these documents have been placed in the Legislation Access Databank (LAD). The contents of LAD are available for viewing in the libraries of Tax Services Offices. **Program Record Number:** CCRA PLB 049

#### **Taxation Research Master Files (Secondary Files)**

**Description:** Information on technically significant tax interpretations, income tax rulings, legal opinions in respect of specific sections of the Income Tax Act, Regulations and other related legislation included in the Income Tax Rulings' subject matter files. In many cases the taxpayers involved are identified. **Topics:** Subject topics are the same as indicated in CCRA PLB 041



except that they are filed by section and/or subsection of the Act, e.g., Section 5(1) – income from office or employment, Section 115 – non-residence taxable income earned in Canada, Section 130 – investment corporations. **Access:** Correspondence is filed chronologically under the relevant section or subsection. A card is maintained to assist in locating specific correspondence either under the taxpayer's name and/or that of his or her representative. The confidentiality provisions of the Income Tax Act prevent information concerning specific taxpayers contained in this program record from being disclosed without the written permission of the taxpayers involved. Since June 1992, these files are no longer updated due to a new electronic filing system. **Program Record Number:** CCRA PLB 046

## ◆ Regional Operations

### Rebate Claims – Fuel Tax Rebate

**Description:** Information on the processing and tracing of applications and cheques for rebate of the fuel tax on aviation fuel or diesel fuel: data and statistical collection. **Topics:** Reviewing of rebate applications: automated data on claimant history, status of claims and cheque issuance; Fuel Tax System (claimant identification on-line system); Fuel Tax Rejects Automated Control Environment. **Access:** The applications are on microfilm while the originals are filed in the National Archives of Canada by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name. **Program Record Number:** CCRA RGO 055

### Refund Claims – Excise Gasoline Tax

**Description:** Information on the processing and tracing of applications and cheques for refund of the Excise Tax on gasoline: data and statistical collection. **Topics:** Reviewing of refund applications: automated data on claimant history, status of claims and cheque issuance; Gasoline Excise Tax System, (claimant identification on-line system); Gasoline Rejects Automated Control Environment. **Access:** The applications are on microfilm while the originals are filed in National Archives of Canada by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name. **Program Record Number:** CCRA RGO 050

### Registered Vendors' Certificates – Fuel Tax Rebate

**Description:** Information on the processing and tracing of applications for registered vendors' certificates for the fuel tax rebate program: data and statistical collection. **Topics:** Reviewing of rebate applications for registered vendors' certificates: automated data on status of application and certificate number when issued. (Registered Vendor's Certificate claimant identification on-line system). **Access:** The

applications are on-line while the originals are filed in the National Archives of Canada by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name. **Program Record Number:** CCRA RGO 065

### Sales Tax Bulk Permits – Fuel Tax Rebate

**Description:** Information on the processing and tracing of applications for sales tax bulk permits for the fuel tax rebate program: data and statistical collection. **Topics:** Reviewing of permit applications: automated data on status of application and permit number when issued. (Sales tax bulk permit claimant identification on-line system). **Access:** The applications are on microfilm while the originals are filed in the National Archives of Canada by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name. **Program Record Number:** CCRA RGO 060

## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

### Accounts and Accounting Administration

### Administration and Management Services

### Budgets

### Buildings

### Buildings and Properties

### Classification of Positions

### Employment and Staffing

### Equipment and Supplies

### Finance

### Furniture and Furnishings

### Human Resources

### Lands

### Occupational Health, Safety and Welfare

### Office Appliances

### Official Languages

### Pensions and Insurance

### Personnel

### Procurement

### Salaries and Wages

### Staff Relations

### Training and Development

### Utilities



## Personal Information Banks

### ♦ Appeals Branch

#### Adjudications Records

**Description:** The bank contains records of goods seized from individuals or firms, and of ascertained forfeitures in cases where the goods are unobtainable, including descriptions of the goods, reason for seizure and the seizing officer's report. **Class of Individuals:** Travellers, importers, exporters and transportation companies. **Purpose:** The principal purpose of a Customs seizure or ascertained forfeiture record is to assist officers of the Adjudications Division in determining whether there is a contravention under the law and if the monetary terms assessed should be maintained or altered. **Retention and Disposal**

**Standards:** Automated index records are retained for six years. Reports on unappealed seizures are retained for six months and case files on appealed seizures are retained for five years after the last activity. **PAC**

**Number:** 80-022 **Related to PR#:** CCRA APP 250

**TBS Registration:** 000011 **Bank Number:** CCRA PPU 036

#### Appeals Regarding the Canada Pension Plan and the Employment Insurance Act

**Description:** This bank contains documents related to appeals of rulings or assessments relating to pensionable or insurable employment under the Canada Pension Plan and/or Employment Insurance Act. Included in each case file are such documents as appeals, reports, working papers, evidence, correspondence, employee lists, questionnaires, pensionable and insurable earnings and hours, decisions and judgments, any other records related to the case. **Class of Individuals:** Persons disagreeing with the Agency's ruling or assessment. **Purpose:** The information compiled, on a case-by-case basis, is used to determine coverage under the Canada Pension Plan and Employment Insurance Act. **Consistent Uses:**

The data assembled also assist Human Resources Development Canada in the administration of the Canada Pension Plan benefit distribution as well as payments under the Employment Insurance Act. **Retention and Disposal Standards:** Two years. **PAC Number:** 79-016 **Related to PR#:** HRD PPU 180; CCRA PPU 070 **TBS Registration:** 002770 **Bank Number:** CCRA PPU 130

### ♦ Assessment and Collections Branch

#### Advance Child Tax Credit (ACTC) Data Bank

**Description:** This data bank contains information on the tax filers who meet the eligibility criteria for a prepayment cheque. It contains the information used to determine an individual's eligibility and the reasons why a cheque may have been withheld (e.g., debt owing to

the Agency, bankruptcy). In addition, it records any subsequent activity on an individual's ACTC account (e.g., cheque returned to the Agency, additional cheque issued). This credit was discontinued after the 1992 taxation year. **Class of Individuals:** Individual tax filers.

**Purpose:** The purpose of this bank is to provide an up-to-date record of all the activities on an individual's ACTC account. **Consistent Uses:** This data bank enables field staff, who are the principal user of the system, to reply to enquiries from tax filers and their authorized representatives accurately and in a reasonable period of time. **Retention and Disposal Standards:** The information on the active database will be retained indefinitely. **TBS Registration:** 002205 **Bank Number:** CCRA PPU 064

#### Applicants for Refund of Federal Excise Tax on Gasoline

**Description:** Data include information respecting each claimant such as their social insurance number, employee status and group. Individuals identified in this bank have filed a gasoline refund claim. Use of the social insurance number (SIN) is authorized by the Gasoline and Aviation Gasoline Excise Tax Application Regulations (SOR 85-322). The SIN is used as reference number. Its use is not compulsory. **Class of Individuals:** Members of the public who have filed a claim for a gasoline tax refund. **Purpose:** This bank exists for the purpose of refunding members of the general public making application under the Excise Tax Act, of the excise tax paid on gasoline used for qualifying purposes. The bank is used for the purpose of examining individual claims for gasoline excise tax refunds, and may be used to inspect claimant's receipts and supporting documents related to such claims.

**Retention and Disposal Standards:** Each claim is retained for a period of seven years and then destroyed. **PAC Number:** 80-022, 82-012 **Related to PR#:** CCRA RGO 050 **TBS Registration:** 000014 **Bank Number:** CCRA PPU 052

#### Canada Pension Plan and Employment Insurance Rulings Documents

**Description:** This bank contains Agency forms such as CPT-1, CPT-2, working papers, and related documents such as contracts, statements from workers and payers, etc., that were used in making each individual ruling. Access will not be permitted without the necessary authorization and/or proof of identification, including a Social Insurance Number and signature. **Class of Individuals:** Individual workers and employers. **Purpose:** The purpose of this bank is to record rulings issued by Canada Customs and Revenue Agency officials as to whether individuals are in pensionable or insurable employment under the Canada Pension Plan or the Employment Insurance Act respectively. This has a direct effect on the individual's entitlements to employment insurance benefits and

eventual Canada Pension Plan benefits, and the related premium and contribution payments. **Retention and Disposal Standards:** Records are maintained for a period of three years (the current year and two preceding years). **TBS Registration:** 002020 **Bank Number:** CCRA PPU 070

#### **Canada Child Tax Benefit (CCTB) Data Bank**

**Description:** This bank contains information used to determine an individual's eligibility for the CCTB and records any subsequent activity on that individual's CCTB account. Information is also used to administer related provincial and territorial programs on behalf of those provinces and territories along with the Children's Special Allowance program (CSA). In addition, information related to the National Child Benefit Supplement, a component of the CCTB, is provided to the individual's resident province or territory to allow the province or territory to adjust the individual's social assistance payments or payments made under a provincial or territorial law **Class of Individuals:** Individual tax filers. **Purpose:** The purpose of this bank is to provide an accurate and current record of all activities on an individual's CCTB account. **Consistent Uses:** This data bank enables authorized employees to reply to clients' enquiries accurately and quickly and supports programs that validate information to support eligibility and to facilitate correct calculation of benefits. **Retention and Disposal Standards:** Information will be retained for a period of two years following the last administrative action. **Related to PR#:** CCRA ACB 126, CCRA ACB 131 **TBS Registration:** 003210 **Bank Number:** CCRA PPU 063

#### **Claims for Refund of Taxes Paid Under the Excise Tax Act**

**Description:** Data include claimant's name, address, telephone number and reason a refund is being requested. **Class of Individuals:** Members of the general public. **Purpose:** The purpose of this bank is to maintain a record of the names and addresses of the claimants making application for refund of excise taxes paid under the provisions of the Excise Tax Act. The bank is used to identify and support each amount of tax refunded. **Retention and Disposal Standards:** Records are maintained for a period of five years then destroyed. **PAC Number:** 80-022 **TBS Registration:** 000013 **Bank Number:** CCRA PPU 046

#### **Claims for Refund or Rebate of Taxes Paid Under the Excise Tax Act (G.S.T. and H.S.T.)**

**Description:** Data include claimant's name, address, telephone number, GST/HST registration/business number and reason a refund or rebate is being requested. **Class of Individuals:** Members of the general public. This bank include both corporate and personal information. **Purpose:** The purpose of this

bank is to maintain a record of the names and addresses of the claimants making application for rebate of Goods and Services Tax/Harmonized Sales Tax and/or refund of excise taxes paid under the provisions of the Excise Tax Act. The bank is used to identify and support each amount of tax rebated or refunded. **Consistent Uses:** Information in this bank, subject to a formal federal-provincial harmonization agreement, may also be shared with provincial authorities involved in the administration of the Goods and Services Tax/Harmonized Sales Tax Programs. **Retention and Disposal Standards:** Records are maintained for a period of five years then destroyed. **PAC Number:** 82-012 **Related to PR#:** CCRA ACB 133 **TBS Registration:** 002753 **Bank Number:** CCRA PPU 091

#### **Debts Written Off as Uncollectible**

**Description:** Data include names, nature and amount of debt, the results of collection action taken, description of assets and disposition of proceeds. **Class of Individuals:** Members of the general public. **Purpose:** The purpose of this bank is to maintain a record of firms and individuals owing a debt to the Crown, on which all appropriate collection action has not resulted in successful collection of the debt. The bank is used by the Tax Services Office Uncollectible Debts Review Committee to approve recommendations for authority to delete accounts under existing legislation. The forms are presented to the Minister, or a person authorized by the Minister, as appropriate, depending on amount, for written authorization to write off the accounts. **Retention and Disposal Standards:** Case files are retained for seven years after action is completed, and then destroyed. Form (E157) Recommendation for Write-Off of Uncollectible Accounts retained for a period of two years following the last administrative action. **PAC Number:** 80-022, 82-012 **TBS Registration:** 000016 **Bank Number:** CCRA PPU 060

#### **Fairness Registry**

**Description:** The Fairness Registry is a Agency-wide system which provides a point of entry data capture facility to record the details of all Fairness requests for relief of interest and penalties under the Fairness legislation and which retains this data in an online environment for retrieval and reference. **Class of Individuals:** Individuals, Corporations, Employers, Importers and Exporters, Estates and Trusts, GST/HST filers and Non-residents. **Purpose:** The system was developed to provide a national method of gathering the relevant information in order to ensure appropriate application of the related legislation through its' monitoring facilities and to support the production of both financial and non-financial reports. **Consistent Uses:** The principle use of the registry is to record requests under the Fairness provisions for relief of



interest and penalties. The Fairness Registry data and input from the various accounting systems are used by the "Statistical Tracking Analysis and Reporting System" (STARS) to produce financial reports accounting for relief actually granted under Fairness provisions, as is required by section 24.2 of the Financial Administration Act (FAA). A wide variety of other reports for monitoring purposes are also available through both STARS and directly through the Fairness Registry via the "Platinum Report Facility" (PRF). **Retention and Disposal Standards:** The information on the active database will be retained for a five year period, then deleted.

**Related to PR#:** CCRA ACB 192 **TBS Registration:** 003943 **Bank Number:** CCRA PPU 155

### **Federal Sales Tax Inventory Rebate Program**

**Description:** Data includes claimant's name, address, telephone number, GST registration number as well as information provided for GST registration such as annual sales volume and nature of business. **Class of**

**Individuals:** Members of the public who will be filing a claim for a rebate of the federal sales tax content of inventories as of January 1, 1991. **Purpose:** The bank exists for the purpose of payment to Goods and

Services Tax registrants who made applications under the Excise Tax Act for rebate of the federal sales tax content of qualifying inventories of goods on hand as of January 1, 1991. **Consistent Uses:** Information in this bank, subject to a formal federal-provincial harmonization agreement, may also be shared with provincial authorities involved in the administration of the Goods and Services Tax program. **Retention and Disposal Standards:** Applications will be retained for a period of six years then destroyed. **PAC Number:**

82-012 **Related to PR#:** CCRA ACB 133 **TBS Registration:** 002754 **Bank Number:** CCRA PPU 086

### **Goods and Services Tax / Harmonized Sales Tax Credit (GST/HST) Data Bank**

**Description:** This data bank contains the information used to determine an individual's eligibility (including eligibility for the Newfoundland Harmonized Sales Tax Credit), all applicable financial transactions and the reasons why a payment may have been withheld (e.g. debt owing to the Agency and deceased). In addition, it records any subsequent activity on an individual's GST/HST Credit account (e.g. changed eligibility or entitlement, and additional cheque issued). **Class of Individuals:** Individual Tax Filers. **Purpose:**

The purpose of this bank is to provide an accurate record of all the activities on an individual's GST/HST Credit account for each tax year. **Consistent Uses:** This data bank enables Agency field staff, who are the principle users of the system, to reply to individual tax filers' enquiries accurately and quickly thereby increasing the level of service to tax filers. It also supports programs that validate information to support

eligibility and to facilitate correct calculation of credits.

**Retention and Disposal Standards:** Information will be retained for a period of two years following the last administrative action. **TBS Registration:** 003016

**Bank Number:** CCRA PPU 140

### **Individual (T1) Tax Arrears – Collection Action**

**Description:** Information on the implementation of Agency policies and procedures for collection of duties and taxes, specific client accounts, statistical information for inclusion in annual reports and refunds of taxes paid. The bank consists of collections made; internal instructions; debits and credits by client name; statistical files – outstanding arrears; fiscal year reports; summary of trial balances; computer generated printouts, records of delinquent collection cases and information relating for assessments raised by collections. The information contained in the centralized individual accounting and collection system (T1) computer file is electronically passed to the Revenue Enforcement Management Information Tracking System (REMITS) for use by Collection Call Centre agents in resolving individual (T1) tax arrears. Agents record details of actions taken in the REMITS: List of Activities". Accounts whose tax arrears are not resolved at the Collections Call Centre are either immediately or eventually transferred to the Automated Collections and Source Deductions Enforcement System (ACSES) for actioning by tax services office Collection officers who note details of actions taken and/or planned based on information gathered from audits, third parties, legal opinions, court actions, personal contact, etc. In cases where such information is voluminous, or necessarily includes the retention of documents, the printout information may be supplemented with a collection file or docket. Access to this information in ACSES will be permitted when there is adequate proof of identification, including Social Insurance Number, signature and/or authority. **Class of Individuals:** Licensee companies and Individual tax filers. **Purpose:** The purpose of the bank is to maintain records which support and document collection activity. The information is used by collection officers in their enforcement duties regarding payment of taxes in cases where the accounts have been referred to the Tax Services Office for collection action. Information pertaining to a tax filer's indebtedness may be included in documentation issued to third parties indebted to the client and the courts to facilitate attachment. **Retention and Disposal Standards:** Information in this bank is retained for two years after the account is paid in full. **TBS Registration:** 002017 **Bank Number:** CCRA PPU 050

**Individual Income Tax Return**  
**Description:** This bank contains all information supplied by the taxfiler on the taxfiler's annual income tax return, as well as correspondence, third-party



information and Agency working papers relating thereto. Access will not be permitted without authority and/or adequate proof of identification, including a Social Insurance Number and signature. **Class of Individuals:** Tax filers. **Purpose:** The purpose of this bank is to provide financial information required in the administration and enforcement of the Income Tax Act and Regulations of Canada and nine provinces, and the territories, parts of the Canada Pension Plan, and the Employment Insurance Act and Regulations, for which this Agency is responsible. **Consistent Uses:** The principal use of this bank is to support the audit programs, enforcement procedures, and collection actions required, and to respond to taxpayers' enquiries regarding their income tax affairs. Selected information from this bank is shared under approved sharing agreements with various provincial and federal authorities. Information received from employers and other sources is used to verify, for subsequent adjustment where necessary, income and deduction data reported by a taxpayer. **Retention and Disposal Standards:** Tax returns of the majority of tax filers are retained in accordance with the provisions of the Access to Information and Privacy Acts. The remainder, which are required mainly for statistical purposes, are retained for an additional two years. **TBS Registration:** 002014 **Bank Number:** CCRA PPU 005

#### Information Returns (Infodec) Data Bank

**Description:** This data bank contains information on individuals and businesses who are the recipient of funds or benefits. This information is reported to the Agency by the payer through an information return. The types of information range from: salaries, wages, taxable benefits, self-employed commissions, annuities, retiring allowances, dispositions of publicly traded debt obligations (Stocks and options), various types of investment income such as interest, dividends, royalties; to benefits paid by Worker's Compensation Boards and Social Welfare Agencies. This is the data base which contains amounts withheld at source such as CPP, QPP, EI and tax. There is also information on fees, commission or other amounts paid to non-residents of Canada. There is basic identification information, such as name and address, on the payer. **Class of Individuals:** Individual tax filers and businesses. **Purpose:** Provide the Agency with information to ensure that individuals and businesses are accurately reporting income which is reflected on these slips (including T4 (various), T5, T5008). **Consistent Uses:** It is utilized for matching to individual and business returns to ensure they have reported amounts received as required. The programs utilizing this information are: Audit, Accounts Receivable, T1 Individual Income Tax Returns, T2 Corporation Initial Assessment and Reassessment Programs. Comparisons are made with Human Resources Development data to determine if the correct Employment Insurance and Canada/Quebec

Pension Plan rates are recorded for calculating future benefits under these programs. **Retention and Disposal Standards:** The information is maintained active for the current plus two immediate years and inactive in the National Archives Federal Record Centres for a further one to four years, depending on the type of information return. **Related to PR#:** CCRA ACB 190, CCRA ACB 125, CCRA ACB 126 & CCRA ACB 131. **TBS Registration:** 003942 **Bank Number:** CCRA PPU 150

#### Petroleum and Gas Production Revenue Tax Accounts

**Description:** This data bank, which is maintained in the Ottawa Tax Centre, contains records of all payments of Part 1 Tax, and all interest and penalties assessed in accordance with the requirements of the Petroleum and Gas Revenue Tax Act. This information is recorded on ledger cards. **Class of Individuals:** Individual tax filers. **Purpose:** The purpose of this bank is to establish and maintain an up-to-date accounting record of transactions relating to the administration of the Petroleum and Gas Revenue Tax. **Consistent Uses:** Information is passed to tax services office Collection officers electronically via a link from the Automated Subledger System (ASL) to the Automated Collections and Source Deductions Enforcement System (ACSES) to reference when enforcing payment of taxes by delinquent tax filers. Access to information pertaining to these accounts will be permitted when adequate proof of identification is provided, e.g., an account number, signature and/or authorization from the tax filer. **Retention and Disposal Standards:** Ledger cards are maintained for five years subsequent to the account becoming nil. **Related to PR#:** CCRA ACB 192 **TBS Registration:** 002203 **Bank Number:** CCRA PPU 068

#### Petroleum and Gas Revenue Tax Return

**Description:** This bank contains all information supplied by the tax filer on his or her annual Petroleum and Gas Revenue Tax Return, as well as correspondence, third-party information and Agency working papers relating thereto. The tax filer may be an individual, a trust, a corporation or some other business entity. **Class of Individuals:** Individuals filing Petroleum and Gas Revenue Tax Returns. **Purpose:** The purpose of this bank is to provide financial information required in the administration and enforcement of the Petroleum and Gas Revenue Tax Act. These returns are retained for the current tax year and the four taxation years immediately prior. The principal use of this bank is to support the audit programs, enforcement procedures, and collections actions required, and to respond to the relevant tax filers' enquiries regarding their petroleum and gas revenue tax affairs. Access will not be permitted without adequate proof of identification, including account number, signature and/or authority.

**Retention and Disposal Standards:** Records in this bank are retained for five years. **Related to PR#:** CCRA ACB 139 **TBS Registration:** 003535 **Bank Number:** CCRA PPU 011

#### **Pre-Authorized Debit (PAD) system/Database**

**Description:** Client information concerning their Pre-Authorized Payment Plan is stored by individual social insurance number. Database will store all Pre-Authorized Debit information; payment plan option, frequency and amount for up to 3 years. Database is used to view clients banking information, which is stored in the T1 Individual Ident Database. **Class of Individuals:** All Taxpayers. **Purpose:** To offer T1 individuals who pay by Installments or are in Arrears, a new simpler payment option. Pre-Authorized Debit is one of the CCRA's new Electronic Commerce initiatives. **Retention and Disposal Standards:** Each expired or cancelled agreement is stored on the PAD's Database for 3 years. Afterwards, the agreement is sent to archives where it is stored on tape for an additional 7 years and then destroyed. **Related to PR#:** CCRA ACB 280 **TBS Registration:** 005098 **Bank Number:** CCRA PPU 185

#### **Problem Resolution Program**

**Description:** This bank contains the names, telephone numbers and Identification Numbers (e.g. Social Insurance Numbers and Business Numbers) of tax filers and businesses whose problems have been referred to the Problem Resolution Program in one of the Agency's 43 Tax Services Offices and 7 Tax Centres. It also includes descriptions of the problems, and the action(s) taken to resolve them. Access will be provided upon proof of identification carrying the individual's or business' name, address and Identification Number and/or, in the case of a representative, proof of authorization. **Class of Individuals:** Canadian tax filers. **Purpose:** The purpose of this information bank is to store information and analyze problem trends. **Retention and Disposal Standards:** Records are retained for two years. **TBS Registration:** 002024 **Bank Number:** CCRA PPU 115

#### **Registrants for the Goods and Services Tax/Harmonized Sales Tax (GST/HST)**

**Description:** This bank contains information on persons registered as well as for potential registrants for the GST/HST. The information includes names of sole proprietors, names of partners in a partnership, names of authorized corporate officers, contact persons' names and title, social insurance number where applicable for individuals, telephone and fax numbers and official language preference for corresponding with the Agency. **Class of Individuals:** Owners of sole proprietorships, partners in a partnership, authorized corporate officers, contact

persons. **Purpose:** This bank is required to store personal information on registrants and potential for GST/HST. **Consistent Uses:** Information in this bank, subject to a formal federal-provincial harmonization agreement, may also be shared with provincial authorities. **Retention and Disposal Standards:** Active registrant information will be kept on an ongoing basis. Records on individuals who have ceased to be registered are maintained for a period of 5 years. **PAC Number:** 82-012 **Related to PR#:** CCRA ACB 133, CCRA ACB 134 **TBS Registration:** 002664 **Bank Number:** CCRA PPU 066

#### **Retirement Compensation Arrangements Refundable Tax Accounts**

**Description:** This data bank, which is maintained in the Winnipeg Tax Centre, contains records of all payments and assessments of Part XI.3 Tax, including all interest and penalties assessed in accordance with the requirements of the Income Tax Act. This information is recorded on an automated subledger system. **Class of Individuals:** Individual tax filers. **Purpose:** The purpose of this bank is to establish and maintain an up-to-date accounting record of transactions related to the administration of the Income Tax Act, specifically Part XI.3. **Consistent Uses:** Information is passed to tax services office Collection officers electronically via a link from the Automated Subledger System (ASL) to the Automated Collections and Source Deductions Enforcement System (ACSES) to reference when enforcing payment of taxes by delinquent tax filers. Access to information pertaining to these accounts will be permitted when adequate proof of identification is provided, e.g., account number, signature and/or authorization from the tax filer. **Retention and Disposal Standards:** Subledger information is maintained for seven years subsequent to the accounts becoming nil. **Related to PR#:** CCRA ACB 192 **TBS Registration:** 002204 **Bank Number:** CCRA PPU 061

#### **Revenue Accounting – Goods and Services Tax/Harmonized Sales Tax**

**Description:** Information system pertaining to registrant's name, address, telephone number, Business number, value of taxable sales, tax collectible and remitted, input tax credits claimed, rebate claims, notices of assessment, tax filer accounts, penalties and interest, and debits and credits by registrant's name from GST/HST returns and remittances. **Class of Individuals:** Owners of sole proprietorships, partners in a partnership, authorized corporate officers, contact persons. This bank includes both personal and corporate information. **Purpose:** Reporting of net tax collectible by registrants under the provisions of the Excise Tax Act (GST/HST), capturing data pertaining to rebates under the legislation. Over time, to be able to analyze financial data of GST/HST. **Consistent Uses:**



Information in this bank, subject to a formal federal-provincial harmonization agreement, may also be shared with provincial authorities involved in the administration of the Goods and Services Tax/Harmonized Sales Tax programs. **Retention and Disposal Standards:** Records are kept for seven years then destroyed. **PAC Number:** 80-022, 82-012 **Related to PR#:** CCRA ACB 134 **TBS Registration:** 002755 **Bank Number:** CCRA PPU 080

#### Review and Control

**Description:** This bank consists of employer accounts and records of financial and non-financial transactions related to the withholding, remitting and reporting of employees' deductions of Income Tax, Canada Pension Plan and Employment Insurance. This includes assessments levied for unremitted amounts including interest and penalties. Access will not be permitted without adequate proof of identification, including Social Insurance Number, signature and/or authority.

**Class of Individuals:** Individuals, proprietorships and partnerships. **Purpose:** This bank serves as a record of all accounting transactions with respect to the employees' deductions and the employers' remittances and reconciliation. The bank is maintained to complete post-routine balancing and enforcement activities between the employer and the Agency. **Consistent**

**Uses:** The account record is required in order to process CPP/EI adjustments and refunds and to assist in updating records of earnings and confirm the insurability of certain workers with other federal departments such as Human Resources Development.

**Retention and Disposal Standards:** Information in this bank is retained for two years after the last transaction. **TBS Registration:** 001949 **Bank Number:** CCRA PPU 125

#### Special Returns by Plan Trusts (T3ATH-IND, T3D, T3P, T3M, T3RI, T3RIF-IND, T3S)

**Description:** This bank contains the T3ATH-IND, Amateur Athlete Trust Income Tax Return; T3D, Deferred Profit Sharing Plan or Revoked Plan Information Return and Income Tax Return; T3M, Environmental Trust Income Tax Return; T3P, Employees' Pension Plan Income Tax Return; T3R-IND, Registered Retirement Savings Plan Income Tax Return; T3RI, Registered Investment Income Tax Return; T3RIF-IND, Registered Retirement Income Tax Return; and T3S, Supplementary Employment Benefit Plan Income Tax Return; and related schedules and correspondence. **Class of Individuals:** Trusts.

**Purpose:** The purpose is to facilitate the assessment and collection of taxes owed by the trusts, and to support audit programs and enforcement procedures with regard to the investments of the trusts. Access will be permitted with adequate proof of identification, including Account Number, signature and/or authority. **Retention and Disposal Standards:** The returns are

retained for the current taxation year and the four taxation years immediately prior. **Related to PR#:** CCRA ACB 139 **TBS Registration:** 003534 **Bank Number:** CCRA PPU 020

#### T3 Trust Information and Income Tax Return

**Description:** This bank contains all information supplied by every person acting in a fiduciary capacity, such as executor, trustee or administrator for a trust, as well as correspondence and Agency working papers relating thereto. **Class of Individuals:** Trusts.

**Purpose:** The purpose of this bank is to provide financial information and enforcement of the Income Tax Act and Regulations, as they relate to a trust. The principal use of this bank is to support the audit programs, enforcement procedures, and/or collection actions required, and to respond to enquiries originating from executors, trustees or administrators of an estate or trust. Access will be permitted with adequate proof of identification, including Social Insurance Number, signature and/or authority. **Retention and Disposal Standards:** The returns are retained for the current taxation year and the four taxation years immediately prior. **Related to PR#:** CCRA ACB 139 **TBS Registration:** 003536 **Bank Number:** CCRA PPU 015

#### Taxation Individual Accounting and Master File

**Description:** Records maintained in this bank are categorized by status (e.g. credit available) and include all financial transactions between individual tax filers and the Agency. Access will not be permitted without adequate proof of identification including Social Insurance Number and/or authority. The ongoing master file is updated continuously. At year-end, the Records on the Master file are converted for processing in the New Year Format. Currently, no data is purged nor deleted from the file. Financial activities, including Assessments, are maintained on-line for all clients since the start of the 1987 program year. Some data for processing years prior to 1987 is maintained on-line for those accounts active at that time. **Class of Individuals:** Individual tax filers. **Purpose:** The purpose of this bank is to account for T1 accounts receivable and installment credits of individual tax filers, penalty, interest and law costs related thereto.

**Consistent Uses:** The principal use of this bank is to record amounts owed by individuals and any installment payments being held for future use. Where applicable, information pertaining to a tax filer's indebtedness is supplied to the tax filer's debtors and the courts to facilitate attachment. **Retention and Disposal Standards:** Data related to an Individual Accounting Master is neither deleted nor purged, it is converted annually to the New Year format. **Related to PR#:** CCRA ACB 190 **TBS Registration:** 002018 **Bank Number:** CCRA PPU 055



### Taxation Rapid Information

**Description:** This bank contains selected data from the Taxpayer Master File and the centralized accounting and collections master file, e.g. identification, filing, assessment, refund data and amount, and tax accounting transactions and collection data. Coverage is restricted to individual tax filers. **Class of Individuals:** Individual tax filers. **Purpose:** The purpose of this bank is to provide on-line access from tax offices to individual tax filers' computer records of their tax assessment, accounting and/or collection data. The principal use of this bank is to provide immediate responses to enquiries received at any tax services office from individual tax filers and their authorized representatives. Access will not be permitted without adequate proof of identification, including Social Insurance Number and/or authority. New rapid files are created every calendar year and updated as activity occurs in the "parent" files. **Retention and Disposal Standards:** Where the new file is created the old file is destroyed. **Related to PR#:** CCRA ACB 191 **TBS Registration:** 003540 **Bank Number:** CCRA PPU 045

### Taxation Taxpayer Master File

**Description:** This bank serves as a depository for information on individuals which consists of name, address, account number and tax data. The tax data is available as current information, which commences with the 1987 year and historic information, which commences with the 1978 year. Access will not be permitted without the necessary authority and/or adequate proof of identification, including a Social Insurance Number and signature. **Class of Individuals:** Individual tax filers. **Purpose:** This bank provides statistical data for several analysis and support systems; provides and maintains a uniform account number system for tax filer identification by using the Temporary Taxation Number, or Social Insurance Number which is used in Canada by the Central Index; and enables Canada Customs and Revenue Agency to administer, under the approved authority, the Employment Insurance Act and Canada Pension Plan Act. The Social Insurance Number may be used to match information slips filed by employers and payers (such as banks, trustees, executors and administrators) with returns in this bank, for the purpose of income verification and identification of people who have not filed an income tax return. The information in this bank concerns persons who have filed a tax return for a given year. The principal use of this bank is to assess T1 individual tax returns. Identification and income data is provided to Human Resources Development Canada to verify claims for the Guaranteed Income Supplement Program, and to provide a Canada Pension Plan record of earnings. Information is exchanged with Citizenship and Immigration Canada provided for under the Canada Pension Plan Act and Employment Insurance Act. Use of selected information from this bank is made by Statistics Canada in light of entitlement prescribed in

### the Statistics Act. **Retention and Disposal**

**Standards:** Records are maintained since 1977. **Related to PR#:** CCRA ACB 171, CCRA ACB 276 **TBS Registration:** 003537 **Bank Number:** CCRA PPU 040

### Taxfiler Representative Identification System (TRIS) Data Bank

**Description:** This system has 2 separate data banks that serve as depositories for information pertaining to taxfiler representatives. The first data bank contains information on representatives (individuals, third parties and corporations) to whom the CCRA has been authorized, by the respective client(s), to release confidential taxfiler information upon request. In order for a representative to be entered into the data bank, clients must provide either a properly completed and signed consent form or a letter of authorization. The second data bank contains specific information related to trustees in bankruptcy and tax discounters. These individuals and corporations are not authorized to have access to confidential taxfiler information unless it has been so otherwise granted by their respective clients and has been entered into the first data bank. **Class of Individuals:** Individuals and Corporations. **Purpose:** The purpose of the data banks are to maintain an up to date electronic record of authorized taxfiler representatives, trustees in bankruptcy, and discounters for use by authorized agency staff. **Consistent Uses:** This first data bank enables authorized employees to verify and respond to third party enquiries by verifying that they are authorized representatives. The second data bank is used by various CCRA systems and personnel for various processing purposes. **Retention and Disposal Standards:** The information on this database will be retained indefinitely or until such time as a client authorizes it be modified or deleted. **TBS Registration:** 004467 **Bank Number:** CCRA PPU 175

### Tobacco Products Inventory Tax Under Part V of the Excise Tax Act

**Description:** Data includes registrant's name, address, telephone number, GST Registration number as well as information provided in the Tobacco Products Inventory Tax. **Class of Individuals:** Wholesalers and retailers involved in the sale of Tobacco Products. **Purpose:** Reporting of Net Tax Collectible, under Part V of the Excise Tax Act, for the Tobacco Products Inventory Tax. **Consistent Uses:** Financial analysis for advice to Department of Finance. **Retention and Disposal Standards:** Records are maintained for a period of seven years after project completion (3 years active – 4 years dormant). Documents will then be reviewed and destroyed. **TBS Registration:** 002913 **Bank Number:** CCRA PPU 047

### Trust Accounts Examinations-GST/HST

**Description:** This bank consists of completed examinations of GST/HST registrants. It is a compilation of examiner's working papers, listing assets, liabilities and ownership information, examination requests and the supporting data for the request. Access will not be permitted without the necessary authorization and adequate proof of identification, including a Social Insurance Number and signature. **Class of Individuals:** Individuals, proprietorships and partnerships. **Purpose:** The purpose of obtaining this information is to ensure the registrant's filing status and account balance is up to date as specified in the Excise Tax Act and to assess where applicable any deficiency. **Consistent Uses:** The information can also be used as evidence for prosecution purposes in cases where registrants knowingly or under circumstances of gross negligence failed to file GST/HST returns. **Retention and Disposal Standards:** Information held in this bank is retained for two years after the last transaction. **Related to PR#:** CCRA ACB 188 **TBS Registration:** 001948 **Bank Number:** CCRA PPU 120

### Visitors Application for Rebate of Goods and Services Tax (GST)/Harmonized Sales Tax (HST) on Short-term Accommodation and Goods Purchased in Canada

**Description:** This bank contains information on individuals or corporations who filed an application for a rebate of the Goods and Services Tax/Harmonized Sales Tax on short-term accommodation and goods purchased while in Canada: world wide visitors to Canada as well as foreign and/or domestic tour operators, convention organizers or travel agents. The information may include family or business names and addresses, tourist travel expenditures, visit dates and the amount of GST /HST rebated on short-term accommodation and goods purchased while in Canada: world-wide visitors to Canada as well as foreign and/or domestic tour operators, convention organizers or travel agents. The information may include family or business names and addresses, tourist travel expenditures, visit dates and the amount of GST/HST rebated on short-term accommodation and goods purchased while in Canada. **Class of Individuals:** Visitors to Canada, tour operators, convention organizers, travel agents or authorized representatives. This bank includes both corporate and personal information. **Purpose:** This bank is used to store personal information that will be used in the administration of the Visitors Rebate Program and to identify spending, filing patterns, trends and other statistical information. **Consistent Uses:** Information in this bank, subject to a formal federal-provincial harmonization agreement, may also be shared with provincial authorities involved in the administration of the Goods and Services Tax Harmonized Sales Tax Programs. **Retention and Disposal Standards:**

Records are maintained for a period of two years then destroyed. **PAC Number:** 82-012 **Related to PR#:** CCRA ACB 129 **TBS Registration:** 003118 **Bank Number:** CCRA PPU 106

### ♦ Compliance Programs Branch

#### Competent Authority Cases

**Description:** Competent Authority Cases are records of negotiations with foreign countries with respect to double taxation under the Advance Pricing arrangements and Double Tax programs. These files contain information provided by the foreign country, Canada Customs and Revenue Agency, the taxpayer and/or his agent. Access will be provided upon proof of identification including name, address and Social Insurance Number and/or, in the case of a representative, proof of authorization. **Class of Individuals:** Individuals subjected to actual or potential double taxation, related individuals and certain unrelated individuals used for comparative purposes. **Purpose:** The information is compiled to discuss and resolve competent authority cases as well as negotiate Advance Pricing arrangements. **Consistent Uses:** Information may be used to deal with similar and comparable cases. Information may be disclosed to foreign or provincial governments to the extent that it is relevant in dealing with a particular taxpayer's double tax problem. **Retention and Disposal Standards:** Records in this bank are retained for ten calendar years. **Related to PR#:** CCRA CPB 261 **TBS Registration:** 002021 **Bank Number:** CCRA PPU 085

#### Detection and Investigations

**Description:** The Information held in this bank consists of narrative investigation reports which describe the information that has led to enforcement action and the subsequent steps taken. Coverage is restricted to persons and/or companies suspected of having committed infractions. This bank is automated and managed by computer software programs named AIMS and CINOS. **Class of Individuals:** Persons who have been involved in non-compliance, tax avoidance, tax evasion and fraud with respect to the Excise Tax Act, Excise Act, the Income Tax Act, the Customs Act and other related legislation. **Purpose:** The purpose of this bank is to maintain records pertinent to the enforcement and the administration of the Excise Tax Act, Excise Act, Income Tax Act, the Customs Act and other related laws. **Consistent Uses:** The information is used primarily to investigate potential alleged or known violations of the Excise Tax Act, Excise Act, Income Tax Act, the Customs Act and other related laws. Information in this bank, subject to a formal federal-provincial harmonization agreement, may also be shared with provincial authorities involved in the enforcement and administration of the Goods and Services Tax. **Retention and Disposal Standards:** Investigations reports relating to the Customs Act and



other customs related laws are retained for ten years and then destroyed. Investigation reports relating to the Excise Tax Act, the Excise Act and Income Tax Act are retained for five years after the latest of the date the case is closed or all appeal periods have expired. All other information collected for the purpose of the Excise Tax Act, the Excise Act and Income Tax Act, is retained for up to eight years and then destroyed. This bank now contains the information from CCRA PPU 021 of the Customs and Trade Administration Branch.

**PAC Number:** 80-022 **Related to PR#:** CCRA CPB 136 **TBS Registration:** 002752 **Bank Number:** CCRA PPU 095

#### **Non-Compliance Identification Research Data**

**Description:** This bank contains information relating to financial transactions of individuals, including names and addresses. It is used to assist in audit, investigative and other compliance actions taken under the Income Tax Act. **Class of Individuals:** Taxpayers. **Purpose:** The purpose is to (1) detect non-filers of income tax and information returns and (2) confirm the correctness of reported taxable income. The information includes publicly available data obtained from federal, provincial and municipal governments, such as lists of shipping, Canadian civil aircraft registrations, provincial sales tax, property assessments, vehicle registries, municipal building permits, business licences, and business and city directories. It also includes information on some federal government subsidy and incentive programs, as well as information obtained in confidence from a variety of other sources in the public sector, such as marketing and distribution boards, colleges, and school boards. Some information is also obtained from the business and commercial sector regarding the purchase of goods and services, such as delivery of raw materials, removal of waste products, provision of security services and free-lance professional and administrative services. When the information described above is first collected, it is included in the Class of Personal Information described subsequently in this part of the Personal Information Index. Once organized for a compliance action, this personal information becomes part of this bank and is normally retrievable by name and some other personal identifier. Some of the information in this bank may subsequently be transferred to other established personal information banks. Access will not be permitted without the necessary authority and/or adequate proof of identification including a Social Insurance Number and signature. **Retention and Disposal Standards:** The retention period varies according to the record schedules of the general subject files in which they are stored. **Related to PR#:** CCRA CPB 181 **TBS Registration:** 003542 **Bank Number:** CCRA PPU 025

#### **NR4 Summary and Supplementary – Non-Resident Information Returns**

**Description:** This information bank contains records of NR4 information returns. Access will not be permitted without the necessary authorization and/or adequate proof of identification including a Social Insurance Number or Foreign Social Security Number and signature. **Class of Individuals:** Canadian payers and agents who make payments to non-residents of Canada for incomes such as interest, dividends, rents, royalties and pensions. **Purpose:** The purpose of this bank is to maintain information returns filed by Canadian payers and agents that are responsible for reporting income paid to non-residents of Canada, and the amount of tax withheld thereon under Part XIII of the Income Tax Act. **Consistent Uses:** These records are used for the purpose of verification of and compliance with the administrative requirements of Part XIII of the Income Tax Act, the reconciliation of withholding tax account remittances; and in the exchange of information program with certain tax treaty countries. **Retention and Disposal Standards:** Records are maintained for a period of three years (current year and two preceding years). **Related to PR#:** CCRA CPB 189 **TBS Registration:** 002019 **Bank Number:** CCRA PPU 065

#### **T4A-NR Summary and Slip – Information Returns**

**Description:** This bank contains information returns, i.e. T4A-NR, and documents to support an assessment notice to the Canadian payer or the non-resident recipient. Access will not be permitted without the necessary authorization and/or adequate proof of identification including a Social Insurance Security Number (or Foreign Social Security Number) and signature. **Class of Individuals:** Canadian payers (or non-resident payers) making payments to non-residents in receipt of income for services provided in Canada, other than employment services. **Purpose:** The purpose of this bank is to maintain information returns filed by Canadian or non-resident payers who report income paid to non-residents of Canada, which are subject to the withholding tax under Regulation 105 of the Income Tax Act. **Consistent Uses:** These records and a databank of information from the supplements are also used for the purpose of verification and compliance with the administrative requirements of Part I of the Income Tax Act. **Retention and Disposal Standards:** Records are maintained for a period of three years (current year and two preceding years) The databank of supplement information is retained for up to 10 years to trend analysis (**Note:** The CCRA has a computer interface tool called NR4 Audit Pal which it uses to analyse information for related compliance issues). **TBS Registration:** 003998 **Bank Number:** CCRA PPU 097



### Non-Resident and Emigrant Dispositions Database (NEDD)

**Description:** A stand alone database that was developed for the use of Tax Services Offices to collect data pertaining to non-resident and emigrant dispositions of taxable Canadian property (section 116 of the Income Tax Act). Section 116 requires non-residents to notify the Minister of dispositions of certain property. Where appropriate withholding tax is remitted, the Minister will issue a certificate of compliance to the non-resident vendor and purchaser. Records include; vendor of property, purchaser of property, proceeds of disposition, adjusted cost base of property, tax collected, security arranged, adjustments to tax reported, treaty exemptions, and description of property. **Class of Individuals:** Non-resident individuals, corporations and trusts who dispose of taxable Canadian property. **Purpose:** The information is compiled to review non-residents' requests for certificates of compliance and to issue the certificates. **Consistent uses:** Information is used for analysis, program enhancement and potential enforcement projects. **Retention and Disposal Standards:** Information is retained for a minimum of two years following the last administrative action. **Related to PR#:** CCRA CPB 189 **TBS Registration:** 005094 **Bank Number:** CCRA PPU 111

### Tax Avoidance Cases

**Description:** This bank contains information relating to taxpayers involved in arrangements which were examined or are under examination to determine if tax was avoided. Records of the status of active examinations and the results of completed cases are included. Access will not be permitted without the necessary authority and/or adequate proof of identification, including a Social Insurance Number and signature. **Class of Individuals:** Taxpayers who are or have been under examination for tax avoidance. **Purpose:** The information is obtained to identify and examine tax avoidance arrangements and to take remedial action as required, by reassessment under the existing law, by recommending amendments to the law, or by recommending changes in administrative procedures and practices. **Retention and Disposal Standards:** Records are maintained for three years after the case is closed or expiration of all appeal periods, whichever is later. **Related to PR#:** CCRA CPB 256 **TBS Registration:** 002016 **Bank Number:** CCRA PPU 035

### Tax Evasion Cases

**Description:** This information bank contains information relating to the personal and financial characteristics of taxpayers that are, or have been, under investigation for tax evasion. Records of the status of active investigations, completed cases and their results, current investigative projects, and records

of individuals whose files have been referred for application of a penalty under subsection 163(1) of the Income Tax Act are included. **Class of Individuals:** Taxpayers that are or have been under investigation for tax evasion. **Purpose:** The bank is maintained in order to investigate cases of tax evasion. **Retention and Disposal Standards:** Headquarters records in this bank are maintained for five years after the latest of the date the case was closed or after the expiration of all appeal periods, whichever is later; Tax Services Office records are maintained for five years. **TBS Registration:** 002015 **Bank Number:** CCRA PPU 030

### Non-Resident Tax Accounts

**Description:** This information bank contains financial and non-financial transactions related to non-resident tax withheld and remitted by Canadian payers and agents on the incomes paid to non-residents of Canada under Part XIII of the Income Tax Act, and the reporting of the amounts withheld on NR4 information returns. This also contains information on withholding tax assessment against non-resident persons. Records include information on tax remittances on tax assessments plus penalties and interest levied for the failure to deduct or remit withholding tax; on late remitting penalties on NR4 late filing penalties on withholding tax refunds, on NR5 files for a reduction in Part XIII tax on pensions or similar income under Regulation 809 of the Income Tax Act and NR6 files on undertakings to file income tax returns by non-residents receiving rents from real property or timber royalties under Subsection 216(4) of the Income Tax Act. **Class of Individuals:** Canadian payers and agents who make payments to non-residents of Canada for incomes such as interest dividends, rents, royalties and pensions. **Purpose:** The purpose of this bank is to maintain account information on non-resident withholding tax remittances made by Canadian payers and the reconciliation of these remittances with NR4 return filed. **Consistent Uses:** This information is used for the purpose of enforcement and compliance with the administrative requirements of Part XIII of the Income Tax Act. **Retention and Disposal Standards:** Information on transactions are maintained from the 1994 taxation year. **Related to PR#:** CCRA CPB 189 **TBS Registration:** 004464 **Bank Number:** CCRA PPU 094

### Waiver on Withholding System (WOW)

**Description:** A mainframe 'expert' system database which is used daily by field officers to process requests for waivers of withholding tax. These requests are received from either non-resident persons under Regulations 102, 105 and 805 of the Income Tax Act, or Canadian residents seeking a tax waiver under the Overseas Employment Tax Credit (OETC) program. Under the "Undue Hardship" provision found at

subsection 153(1.1) of the Income Tax Act, the Minister may reduce the withholding required if the waiver applicant can demonstrate that the withholding required is in excess of their tax liability to Canada. Names and addresses of applicants and their respective payors or employers, amounts paid for self-employed or employment services days spent in Canada and outside Canada during the term of a contract, expenses claimed and treaty exemptions claimed (non-residents) is some of the information kept in the database. **Class of Individuals:** Non-resident persons providing employment services in Canada, non-resident persons carrying on business in Canada through a permanent establishment and Canadian residents working overseas for Canadian employers (OETC).

**Purpose:** The information is compiled and reviewed in accordance with each new waiver application under the "Undue Hardship" provision. Current service information may be linked with historical date to help officers determine whether a waiver should be accorded the applicant. Prior to the issuance of a waiver, officers ensure that applicants have complied with their Canadian income tax requirements and responsibilities.

**Consistent Uses:** Information is used daily as part of processing procedures as well as for trend analysis, program enhancement and for potential enforcement projects. **Retention and Disposal Standards:**

Database was created in 1996 and records have not been deleted since then. Additionally, since historic records are used to review current waiver requests, disposal dates have not been considered. **Related to PR#:** CCRA CPB 189 **TBS Registration:** 004465 **Bank Number:** CCRA PPU 098

#### ◆ Corporate Affairs Branch

##### Access to Information and Privacy Request Data Bank

**Description:** This bank contains the access requests sent by individuals filing applications under the Access to Information Act or the Privacy Act, the replies to such requests and information related to their processing. Access will not be permitted without the necessary authorization and/or proof of identification and signature. **Class of Individuals:** Members of the general public and employees of the Agency submitting requests. **Purpose:** Maintain a record of individuals who have made application under the Access to Information Act and the Privacy Act for records within the control of the Canada Customs and Revenue Agency and to report annually on the number of requests received. **Retention and Disposal Standards:** Files are kept for two years. **Related to PR#:** CCRA CAB 440 **TBS Registration:** 002022 **Bank Number:** CCRA PPU 105

#### Information Disclosed to Investigative Bodies

**Description:** This personal information bank contains a copy of access request or Treasury Board form 350-56(83/2): Request for Disclosure to Federal Investigative Bodies, forwarded by investigative bodies as listed in Schedule II of the Privacy Act under section 8(2)(e) of the same Act. These nation-wide requests are made concerning individuals for the purpose of law enforcement. The bank also contains the replies to such requests and gives particulars concerning information related to their processing. **Class of Individuals:** Individuals involved in investigations under the Criminal Code, federal and provincial statutes and municipal bylaws. **Purpose:** In order to account for the number of requests under section 8(2)(e) of the Privacy Act. **Consistent Uses:** This bank will allow for the auditing of the procedures utilized for the exchange of personal information with Investigative Bodies under section 8(2)(e) of the Privacy Act. **Retention and Disposal Standards:** Two years and then destroyed. **PAC Number:** 80-022 **TBS Registration:** 001781 **Bank Number:** CCRA PPU 071

#### ◆ Customs Branch

##### Customs Brokers – Professional and Qualified Status

**Description:** A database is maintained on the computers in the Broker Licensing and Account Security Section. The database lists individual candidates who have successfully completed the "Qualifying" or "Professional" customs brokers examination. **Purpose:** The purpose of this bank is to maintain a record of all persons who have successfully completed one or both of the customs brokers examinations and to record the customs brokerage firm under whose license authority they transact business. As some individuals may lose their status by being absent from the brokerage industry for a period of time in excess of one year, the database allows the determination of candidates who have "lost" their status and would be required to re-qualify in order to assume certain positions with licensed customs Brokerage firms. Individuals who have been appointed to "qualified positions" with licensed Brokerage firms would also be recorded on the individuals brokerage firm's files. **Retention and Disposal Standards:** Files are retained for seven years, then destroyed. **PAC Number:** 80-022 **Related to PR#:** CCRA CBR 340 **TBS Registration:** 000009 **Bank Number:** CCRA PPU 026

##### Assault Cases

**Description:** The bank consists of investigation reports and related correspondence as it relates to persons suspected of having committed an assault against customs officers. **Class of Individuals:** Members of



the general public. **Purpose:** The purpose is to determine whether prosecution of the suspected individual is warranted. **Consistent Uses:** The information is used to provide ongoing statistical reports to senior management and regional management on the number and type of assault cases. **Retention and Disposal Standards:** Records are maintained for five years and destroyed. **PAC Number:** 80-022 **Related to PR#:** CCRA CPB 136 **TBS Registration:** 000006 **Bank Number:** CCRA PPU 010

### Complaints

**Description:** The bank consists of investigation reports and replies to complaints from individuals who have experienced difficulties at customs. **Class of Individuals:** Members of the general public. **Purpose:** The purpose of this bank is to maintain a record of complaints related to personnel and procedures. **Consistent Uses:** To provide ongoing statistical reports to senior management and regional management on the number and types of complaints by mode and location. **Retention and Disposal Standards:** Files are retained for five years and destroyed. **PAC Number:** 80-022 **Related to PR#:** CCRA CBR 135 **TBS Registration:** 000005 **Bank Number:** CCRA PPU 006

### Customs Intelligence Records

**Description:** The bank contains seizure records, personal information about individuals who are suspected or known to be violators of the laws enforced in whole or in part by Agency officials. The bank also contains information on corporations, companies and organizations that are known to have, or are suspected to have, been involved in offenses. **Class of Individuals:** Members of the general public. **Purpose:** This information is used by the Agency, as well as by domestic and foreign law enforcement and investigative agencies, in the administration or enforcement of the law especially as it concerns the laws relating to the importation and exportation of goods. **Consistent Uses:** In detection, prevention, or suppression of criminal activity and statistical purposes. **Retention and Disposal Standards:** Records will be retained for a minimum of six years and will then be destroyed. **PAC Number:** 80-022 **Related to PR#:** CCRA CBR 155 **TBS Registration:** 000007 **Bank Number:** CCRA PPU 016

### Duty Free Shop Applicants (Land Border)

**Description:** This bank contains application packages submitted to the Agency from individuals interested in operating a duty free shop at the land border and the Agency's evaluation as to their suitability. **Class of Individuals:** Residents of Canada who are Canadian citizens or permanent residents and who are from the small or medium business sector. **Purpose:** The

purpose of this bank is to maintain application packages and related assessments. **Retention and Disposal Standards:** Files of unsuccessful applicants are retained for a period of two years, then destroyed, and files of successful applicants (operators) are retained for a period of ten years, then destroyed. **PAC Number:** 80-022 **Related to PR#:** CCRA CBR 275 **TBS Registration:** 000012 **Bank Number:** CCRA PPU 041

### Integrated Customs Enforcement System (I.C.E.S.)

**Description:** The bank consists of information on past and potential customs violators. It allows customs officers at all ports to query against a database of selected cases.. The database contains subject information (Name, DOB, Addressed, Identification) on individuals and businesses. commodity information, penalty information and conveyance information. This information is provided by the subject through questioning, identification, receipts and invoices. **Class of Individuals:** Members of the general public. **Purpose:** The purpose is to assist customs officers in establishing the risk factor, assessing rates of duties. The information is used by the Agency for the enforcement of the Customs Act. **Consistent Uses:** The information is used to identify individuals who have committed/or are suspected of infractions against the Customs Act, Excise Act, the Export Permits Control Act and Agriculture Canada. **Retention and Disposal Standards:** Records will be retained for a minimum of six (6) years from the date of the offense and will then be destroyed. **TBS Registration:** 004136 **Bank Number:** CCRA PPU 044

### Pre-examination of Travellers – Application Information

**Description:** Travellers wishing to participate in a pre-approval exercise to determine whether they can be accepted into an expedited Customs clearance system, i.e. express lanes, special lanes, self-assessment of duties and taxes will apply on an application form and provide the following types of information: 1) Name; 2) DOB; 3) Address; 4) Telephone Number; 5) Type of Conveyance, if applicable; 6) Criminal Record; 7) Violation of Customs and/or Immigration Laws; 8) Family Members; 9) Citizenship. **Class of Individuals:** Canadian and United States permanent residents and citizens who travel across the border frequently. **Purpose:** To determine if an applicant can be approved to participate in an expedited Customs clearance system. Approval and rejection is based on criteria developed by individual agencies participating in a system/exercise. The five primary agencies involved in expedited clearance systems would be: Canada Customs; Canada Immigration; Passport Office (an agency of Foreign Affairs and International Trade) United States Customs Service; United States Immigration and Naturalization Service. **Consistent Uses:** The



information provided by each applicant is cautioned that information provided may be "shared" by all five participating agencies. Applicants are rejected/ approved by each agency based on the same information provided by the applicant and their own individual rejection criteria. **Retention and Disposal Standards:** Files are retained for the period that the membership is active. **TBS Registration:** 002788

**Bank Number:** CCRA PPU 042

#### **Primary Automated Lookout System – Airport (PALS – Air)**

**Description:** This bank consists of an index from the Policy Information Retrieval System (P.I.R.S.) which contains information on past and potential Customs violators. The Primary Automated Lookout System allows primary Customs Inspectors at all international airports to initiate name queries against a database of selected cases. **Class of Individuals:** Members of the general public. **Purpose:** The purpose of this bank is to assist Customs Inspectors in the screening process for travellers. The bank is maintained by Citizenship and Immigration Canada and is used by the Agency. **Consistent Uses:** The information is used primarily to identify individuals who have committed infractions against the Customs Act, Excise Act, the Export/Permits Control Act and Agriculture Canada.

**Retention and Disposal Standards:** Records will be retained for a minimum of six years and will then be destroyed. **TBS Registration:** 003321 **Bank Number:** CCRA PPU 011

#### **Traveller Declaration Cards**

**Description:** The bank consists of records of all written declarations filed at Customs by Canadian residents registered in the various CANPAS programs on arrival in Canada. **Class of Individuals:** General public.

**Purpose:** To facilitate the Customs clearance process for travellers. The information may also be used by the Agency and by other government departments, as well as by investigative agencies for the administration of enforcement of Acts of Parliament. **Consistent Uses:** The information is used primarily to provide statistical data pertaining to federal and provincial duty and tax revenue collected through the CANPASS program. Information may be shared with other government departments for the purpose of administration and enforcement of Acts of Parliament. **Retention and Disposal Standards:** Files are retained for a minimum two years from date of last administrative action. **PAC Number:** 82-012 **TBS Registration:** 002271 **Bank Number:** CCRA PPU 043

#### **Travellers Entry Processing System (TEPS) / Travellers National Database System (TRANDS)**

**Description:** This bank consists of information captured from a travellers B15 – Casual Goods Accounting Document and K21 General Receipt. TEPS

captures the information at the time of importation and TRANDS retrieves the information for management reporting purposes. The information consists of the traveller's name, address, commodity information and duty/tax summary. **Class of Individuals:** Members of the general public. **Purpose:** TEPS – Assists the Customs Inspector in the assessment and collection of duties, taxes and other relevant data on travellers importations. TRANDS – Provides B15 data for Agency queries. **Consistent Uses:** The information is used primarily to provide Agency, other government departments and outside agencies with financial and statistical data pertaining to travellers importations.

**Retention and Disposal Standards:** Records will be maintained for a minimum of three years plus current fiscal year and will then be destroyed. **TBS Registration:** 003778 **Bank Number:** CCRA PPU 145

#### **Unpaid Accounts**

**Description:** This bank contains records of those importers who have unpaid accounts. When an importer fails to account for customs duties payable on imported goods within a specified time limit, his name is circulated to ports of entry within that region and to other regions across Canada, depending on the circumstances. **Class of Individuals:** Members of the importing public. **Purpose:** The purpose of this bank is to maintain records of those importers who have unpaid accounts. The list of names is used to alert customs officials to detain the goods of those importers whose names appear thereon. **Retention and Disposal Standards:** Names are retained in this bank indeterminate. **PAC Number:** 80-022 **Related to PR#:** CCRA CBR 135 **TBS Registration:** 000010 **Bank Number:** CCRA PPU 031

#### **Vessel Licences**

**Description:** This bank contains the name, address and telephone number of the licence holder; and the length, breadth, depth, estimated tonnage of the vessel and details on the machinery when applicable. **Class of Individuals:** Actual and previous owners of small vessels. **Purpose:** The information in this bank is collected on behalf of Transport Canada and is used to issue licences to, and provide identification of, owners of small vessels operating in Canadian waters, rivers and lakes, and to meet the requirements of the Small Vessels Regulations. The information is also used for enforcement of safety regulations, search and rescue purposes, to provide safe boating information, etc. **Consistent Uses:** This bank is also used by: officers of federal and/or provincial departments for enforcing various statutes and regulations and the issue of special licences or permits; police authorities for enforcing safety regulations and identifying stolen and missing property and to provincial authorities related to the enforcement of sales tax provisions. **Retention and Disposal Standards:** Records are kept for ten (10)

years [active five (5) years, dormant five (5) years]. **PAC Number:** 82-012 **Related to PR#:** CCRA ACB 135, DOT MSS 215 **TBS Registration:** 003129 **Bank Number:** CCRA PPU 099

#### ◆ Finance and Administration Branch

##### Losses of Money and Damage Claims By and Against the Crown

**Description:** This bank contains names and addresses of persons involved in damage claims, losses of money including defalcations, and describes the circumstances in each case. **Class of Individuals:** Agency employees and members of the general public.

**Purpose:** The purpose of this bank is to maintain information involving claims by and against the Crown, losses of money suffered by her Majesty and offenses and other illegal acts against the Crown. The data is used to determine an equitable settlement in each case, and information may be provided to the Treasury Board, the RCMP and the Department of Justice.

**Retention and Disposal Standards:** Individual files are maintained until the case comes to a conclusion. The information is then transferred to an amalgamated file which is retained for five years. **PAC Number:** 80-022 **TBS Registration:** 000017 **Bank Number:** CCRA PPU 067

##### Security Investigations

**Description:** Contains investigative reports and correspondence with respect to security incidents and allegations and threats against employees. This bank relates also to CMP PPU and CCRA PPE 803. **Class of Individuals:** Current or former employees and clients. **Purpose:** The information is compiled to carry out necessary investigations and may be shared with other investigative agencies and/or police departments. **Consistent Uses:** Used to inform the Commissioner of security incidents and allegations and threats against employees. **Retention and Disposal Standards:** Records are retained for five years. **TBS Registration:** 002771 **Bank Number:** CCRA PPU 135

##### Service Contracts

**Description:** This bank contains the service contracts entered into by the Canada Customs and Revenue Agency offices nationally. **Class of Individuals:** Individuals who apply or are awarded professional service contracts with the Canada Customs and Revenue Agency. **Purpose:** The purpose of this bank is to maintain a record of the terms and conditions of service contract along with the fees and payment schedule for procurement reporting and audit purposes. Access to these records will be provided to the parties concerned upon adequate proof of identification and/or authority. **Retention and Disposal Standards:**

Records in this bank are maintained for seven years. **TBS Registration:** 003541 **Bank Number:** CCRA PPU 096

#### ◆ Human Resources Branch

##### Customs Inspector Test

**Description:** This bank contains the results of ability tests taken by individuals who are considered in the selection of candidates to fill positions as Customs Inspectors with the CCRA. **Class of Individuals:** All individuals seeking Customs Inspectors positions with the CCRA. Access will not be permitted without adequate proof of identification and/or authority.

**Purpose:** This bank is used to compile test results for use in the selection of candidates to fill positions as Customs Inspectors with the Agency. **Consistent Uses:** Data in this bank is used for statistical analysis and for research purposes. When used for these purposes, information in this bank is combined with that contained in standard bank CCRA PSE 902.

**Retention and Disposal Standards:** Records are retained indefinitely since test results may be valid indefinitely. Test results may have to be disclosed for appeal purposes. **TBS Registration:** 002195 **Bank Number:** CCRA PPU 075

##### Independent Third Party Review (ITPR) Case File

**Description:** This bank contains information on a complaint by an employee of the Agency or of the Public Service using the Canada Customs and Revenue Agency's ITPR recourse mechanism, e.g. request for ITPR and supporting documentation; relevant information from the parties to the complaint; external reviewer's case documents and report of decision; and information on the application of corrective measures when applicable. **Class of Individuals:** Employees or members of the Public Service who were a party to a human resources management decision for which ITPR is an acceptable recourse mechanism. **Purpose:** This purpose of this bank is to address issues on termination or demotion for non-disciplinary reasons, of an indeterminate employee for incapacity, incompetence, or abandonment of position; staffing in the following circumstances (excluding EX staffing), entry into an apprenticeship program, a permanent promotion without a selection process, and during the placement phase of an internal selection process, and during the placement phase of an internal selection process leading to a promotion; and involuntary layoff of an indeterminate employee (for those employees who do not have access to the Public Service Staff Relations Board). **Consistent Uses:** Personal information is used by the independent third party reviewers, the Office of Dispute Management and applicable Human Resources officials to resolve disputes lodged by individuals on the



types of matters which apply to the ITPR process.

**Retention and Disposal Standards:** An ITPR case file is to be retained for two years after the year it was closed, and destroyed. **TBS Registration:** 004466

**Bank Number:** CCRA PPU 110

### Standardized Assessment Results

**Description:** Bank contains results of assessments of job applicants and employees obtained through the administration of corporate standardized assessment tools, including the Customs Inspector Test, the Supervisory In-Basket exercise, Wonderlic and standardized assessment tools for the evaluation of organization behavioral and technical competencies.

**Class of Individuals:** Employees of the CCRA and members of the public. **Purpose:** To compile assessment results for use in the selection of candidates for appointments, career management, performance management, human resources planning, development of individual learning plans in CCRA. Consistent uses: Internal and external third party reviewers, Human Resources advisors, managers, Resourcing and Career Management Division, Ottawa for analysis and research. Retention and Disposal: Information will be retained for a minimum of two years following the last administrative action and then destroyed. (This bank contains information currently described in Bank Number CCRA PPE 801 Students' records of the Customs Inspector Recruit Training Program (CIRTP) and Bank Number CCRA PPE 807 Supervisory In-Basket Exercise Results System. Bank numbers CCRA PPE 801 and CCRA PPE 807 will be replaced by CCRA PPE 835) **Related to PR#:** CCRA PSE 921 **TBS Registration:** 005108 **Bank Number:** CCRA PPU 120

### Tax Centres Recruiting System

**Description:** Information in the bank includes aptitude test results, home address, phone numbers, gender education, year of birth, indication of any prior experience, language spoken and whether the applicant is a Canadian Armed Forces veteran or Canadian citizen. **Class of Individuals:** Records in the bank apply only to those individuals who have written the aptitude tests for employment with the tax centres. Access will not be permitted without adequate proof of identification and/or authority. Requesters must specify the tax centre in which they worked or made application for employment. **Purpose:** This information bank was established to provide the tax centres with a method of controlling, testing, and hiring term employees each year. Applicants for employment are ranked based on the results of aptitude tests.

**Retention and Disposal Standards:** Records are retained for a period of two years. **TBS Registration:** 003539 **Bank Number:** CCRA PPU 100

## ◆ Information Technology Branch

### Public Key Infrastructure (PKI) External Client Identification

**Description:** Use of PKI to facilitate secure transactions over the Internet. As per the CCRA Certificate Authority External Certificate Policy (CCRA CA CP – External), individuals applying for PKI certificates via the manual process must provide two pieces of identification, one of which includes a photograph, as proof of identity. Online registration ensures that client information is encrypted and transmitted securely to the target Certificate Authority. Information collected is for identification and authentication purposes only. Disclosure of identifying information from the public repository is in the form of the client's name and the use of a serial number to identify the client uniquely. **Class of Individuals:** Individuals, Corporations, Other Government Departments (OGDs) and Provincial Governments.

**Purpose:** PKI certificates will be used to enable secure transactions and email to and from CCRA. **Consistent Uses:** The information gathered prior to the issuance of PKI certificates is for identification and authentication purposes only. **Retention and Disposal Standards:** All records containing sensitive plaintext information are stored in accordance with the Government Security Policy (GSP). CCRA correspondence (Subscribers' Agreements and any identification and authentication information) and reports are archived for a minimum of six (6) years. All records are considered Protected B and destroyed as per RCMP guidelines. **TBS Registration:** 004486 **Bank Number:** CCRA PPU 165

## ◆ Policy and Legislation Branch

### Application for licences under the provisions of the Excise Tax Act and the Excise Act

**Description:** Information on the licensing of taxpayers under the Excise Tax Act (application for Air Transportation Tax Licence, Manufacturer's Excise Tax Licence, Wholesaler's Tax Licence) and under the Excise Act (application for Brewer's Licence, Distiller's Licence, Bonding Warehouse Licence, Pharmacist's Licence, Bonded Manufacturer's Licence, Tobacco and Cigar Manufacturer's Licences and Tobacco Packer's Licence, and Chemical Still Licence). Data includes names of sole proprietors, names of partners in a partnership, names of authorized corporate officers, contact persons names and titles, personal address and telephone number and official language preference for corresponding with the Agency. The bank includes both corporate and personal information. **Class of Individuals:** Sole proprietorships, partners in a partnership, authorized corporate officers, contact persons. **Purpose:** This bank is required to store personal information on taxpayers licensed under the Excise Tax Act and the Excise Act for the administrative purpose of creating and maintaining the taxroll.



**Retention and Disposal Standards:** Active licensee information will be kept on an ongoing basis. Records on individuals who have ceased to be licensed are maintained for a period of 5 years. **PAC Number:** 82-012 **Related to PR#:** CCRA ACB 025, CCRA ACB 130 **TBS Registration:** 003128 **Bank Number:** CCRA PPU 062

#### **GST/HST Letters (Headquarters and Tax Services Offices)**

**Description:** This bank contains correspondence/ replies, prepared by Headquarters officers and officers in the Tax Services Offices, addressed to GST registrants or claimants in responses to their requests regarding the interpretation of a section, subsection, etc., of the Excise Tax Act, particularly concerning the goods and service tax (GST) and the harmonized sales tax (HST). These letters are stored electronically in a chronological order. **Class of Individuals:** GST/HST registrants and claimants. **Purpose:** The purpose of this bank is to conduct quality assurance of correspondence addressed to the GST/HST registrants. This bank is also used as a research tool for officers that need to answer/interpret the Act. A "severed" bank of these rulings is also available, at a cost, to whoever subscribes to the "Electronic Bulletin Board Service" (EBBS). **Retention and Disposal Standards:** The severed letters will be kept on the system for one year and then will be kept on a backup unit/disk as long as the GST/HST program exists. **TBS Registration:** 003777 **Bank Number:** CCRA PPU 092

#### **Income Tax Rulings Subject Matter Files**

**Description:** This bank contains correspondence received from individuals requesting an interpretation of a section, subsection, etc., of the Income Tax Act or another law related thereto and the replies sent by the CCRA. **Class of Individuals:** Members of the general public. **Purpose:** The purpose of the bank is to file correspondence from and to taxpayers on matters related to the Income Tax Act and Regulations. This bank is used for records retention and maintenance only. Access to a record will be provided upon proof of identification including name, address, signature and Social Insurance Number. In some instances, correspondence may be filed in the name of the taxpayer's representative. In these cases, the name and address of the representative should also be included on the Record Access Request Form. The subject matter and date of the requested correspondence is also required. **Retention and Disposal Standards:** Records in this bank are maintained for seven years. **Related to PR#:** CCRA PLB 041, CCRA PLB 046, CCRA PLB 049 **TBS Registration:** 003538 **Bank Number:** CCRA PPU 090

### **♦ Regional Operations**

#### **Application for Federal Fuel Tax Rebate**

**Description:** Data include information about each claimant, bulk permit holder and registered vendor. Included are social insurance number, claimant status and type, employer number where applicable and information about amounts of refunds claimed and paid. Use of the social insurance number (SIN) is authorized by the Gasoline and Aviation Gasoline Excise Tax Application Regulations (SOR 85-322). The SIN is used as an identification number. Its use is not compulsory. **Class of Individuals:** Members of the public who have filed a claim for the fuel tax rebate, applied for a bulk permit or applied to be a registered vendor. **Purpose:** The bank exists for the purpose of payment to members of the general public making applications under the Excise Tax Act for rebate of a portion of the federal sales tax paid on gasoline and diesel fuel purchased for off-highway use in certain activities specified by the Excise Tax Act. **Retention and Disposal Standards:** Claims are retained for a period of seven years then destroyed. **PAC Number:** 80-022, 82-012 **Related to PR#:** CCRA RGO 055 **TBS Registration:** 000015 **Bank Number:** CCRA PPU 057

#### **Requests for Refund of Federal Excise Tax on Gasoline by Registered Persons or Organizations**

**Description:** Data include information about each claimant. Included are claimant's name, registered charities or athletic association's names, address, telephone number, tax registration number, employer's Corporation Account (CORPAC) issued by Canada Customs and Revenue Agency Account number where applicable, claimant's status and type, official language preference for corresponding with the Agency and information about amount of refund claimed and paid. **Class of Individuals:** Handicapped persons medically certified, to the extent that public transportation is hazardous to their health; Canadian Charitable Organizations or Canadian Amateur Athletic Associations registered with Canada Customs and Revenue Agency who have filed a claim for a gasoline tax refund. This file includes both personal and corporate information. **Purpose:** This bank exists for the purpose of refunding individuals or registered bodies making application under the Excise Tax Act, the federal excise tax paid on gasoline. The bank is used for the purpose of examining individual claims for gasoline excise tax refunds, and may be used to inspect claimant's receipts and supporting documents related to such claims. **Retention and Disposal Standards:** Each claim is retained for a period of seven years and then destroyed. **PAC Number:** 80-022, 82-012 **Related to PR#:** CCRA RGO 050 **TBS Registration:** 003149 **Bank Number:** CCRA PPU 051

## Manuals

### Appeals Branch

- Appeals Division – Appeals Officer – Tax
- CPP/UI Appeals Officers
- Appeals Division – Management
- Appeals Division -Support Staff – Tax

### Assessment and Collections Branch

- Abbreviations and Messages
- Accounting Data Capture
- Assessor
- Automated Trust System
- Benefit Programs – Validation and Controls
- Business Registration On-Line (BRO) Support Procedures Manual
- Business Registration Policy and Procedures Manual
- Business Window Forms Handbook
- Business Window Information
- CAL Keying Instructions
- Canada Pension Plan Record of Earnings
- Cancellation Examination
- CFB Enquiries Handbook
- Child Tax Benefit – Eligibility (CTB)
- Child and Family Benefits – Entitlement
- Children's Special Allowances Manual (CSA)
- Client Services
- Common Operator Information File (COIF) System
- Confidence Validities
- Confidentiality for Client Services – Individual Programs
- Control
- Control Clerk
- Coordinator Display Manual (T1 Keying)
- Coordinator Manual (T1 Keying)
- CORPAC Error Correction – Ottawa Taxation Centre
- Correspondence by Paragraph Selection
- Correspondence Referral Unit (CRU)
- Correspondence Workflow Messages
- CPP-EI Rulings Program – Administrative Policies and Procedures
- Direct Data Entry – Other Transcripts
- Disposition of Taxable Canadian Property and/or Other Properties by Non-Residents of Canada
- Document Control
- Electronic Filing (Efile) for T1 Returns
- Electronic Letter Creation System (ELCS)
- Electronic Revenue Accounting (ERA) – System Overview

- Electronic Statement of Account (ESA)
- Enforcement Action for Returns and Information
- ERA Event and Transcript Preparation
- ERA Interest Calculation General Procedures
- ERA Procedures for Managers
- ERA Statistics
- Error Correction Instructions for Electronic Returns
- Error Inspection – Error Clues
- Error Inspection Control
- Error Inspection Work Instructions
- Exhibits
- Explanation Codes used on Reassessment
- Explanation Codes and Messages
- Family Orders and Agreements Enforcement Assistance and the Refund Set-Off Programs
- Family Orders and Agreements Enforcement and Refund Set-Off Programs
- Family Orders and Agreements Enforcement
- Farmer's and Fishermen's Program
- FIP Keying Procedures
- General Information
- General Ledger
- Goods and Services Tax/Harmonized Sales Tax (GST/HST) Credit
- GST/HST Credit Manual
- Highlights and Changes – Taxation Centres
- Highlights and Changes – Tax Services Offices
- IBM – PC Operator's Instructions for Tax and Interest Programs
- Identification Keying Instructions
- Individual Services Technical Help Guide
- Individual T1 Identification Master Update
- Information Returns Procedures Manual – Sections 1 to 4
- Initial Assessing of T1, Rejects, SAS, DOA and Prior Year
- Installment Program
- Installments and Installment Interest
- International Taxation Office – Non-Resident Guidelines
- Key Verification
- Matching
- Matching Programs
- Notice Production
- Online Amendments 2000 User Guide
- Online Taxpayer Correspondence System (OTCS)
- Operators and Coordinators Work Instructions
- Overview

- Penalties
- Pension Reform
- Preliminary Reassessment Processing Instructions
- Processing Leads and Liaison with the Minister du Revenu du Québec
- Processing Payments on Filing
- Processing Requests for a Reduction of Income Tax Deductions at Source (Tax Waiver Requests)
- Quality Review
- RAPID System
- Reassessment Messages and Cancel Codes
- Reassessment Processing Instructions
- Recording and Flagging Procedures
- Referrals
- Refund Enquiries
- Refund Set-Offs
- Registered Plans for Retirement Savings (RRSP, RRIF, RPP and DPSP)
- Registered Retirement Savings Plan
- Remission Orders
- Resolution of Error Conditions
- Resource Officers Instructions
- Revenue Collections
- Revenue Compliance
- Review Procedures
- Reviewer
- Reviewer Instructions
- SAS-TCA Assessing
- SAS-TCA Control Instructions
- Seasonal Tax Assistance Centres
- Selection Instructions of Returns
- Sorting and Numbering
- Source Deduction Audits
- Specialized Processing
- Subsidiary Ledgers
- Subsidiary Ledger Unit
- Supervisor
- Supplementary Instructions
- T1 Accounting Error Correction
- T1 Accounting Related Guidelines
- T1 Accounting Systems
- T1 Mismatch
- T1 Processing Review Program
- T1 Records
- T2 Interest Calculations
- T2 Mismatches and Combines

- T3 Initial Assessing, Adjustments and Correspondence Manual
- T3 Records
- T3 Returns
- T4 ROE Ident Procedures Manual
- Tax Calculation Procedures
- Taxable Benefits
- TCA Processing
- Team Leader Procedures
- Topical Index
- Tracing Refunds
- Unemployment Insurance Coverage
- Work Instructions
- Years not on TAPMA

### **Compliance Programs Branch**

- Audit Applications Guide
- Audit Programs
- Audit Techniques
- Audit Techniques (Handbook)
- Audit Techniques Guidelines Related to the Oil and Gas Industry (Exploration, Development and Production)
- Audit Techniques Guidelines Related to the Oil and Gas Industry (Marketing)
- Audit Techniques Guidelines Related to the Oil and Gas Industry (Refining)
- Business Equity Valuations Section and Real Estate Appraisal Section
- Computer-Assisted Audit Selection System
- ITSO Selection
- International Tax Services Office Specialized Processing
- International Tax Services Office (ITSO) Workloads
- Non-Resident Correspondence
- Non-Resident SAS/TCA Processing
- Non-Resident System and Procedures
- Old Age Security Return of Income
- Office Examination Procedures Manual
- Preparation of the Auditor's Report
- Reviewer's Instructions
- Special Investigation
- Supervisor Instructions
- Tax Avoidance

### **Customs Branch**

- Integrated Customs Enforcement System User Reference Manual
- Traveller Processing Manual



**Finance and Administration Branch**

- Administration – Information Management Volume
- Administration – Telecommunications
- Budget And Program Control
- Commuting Assistance Policy
- Comscreen Manual
- Departmental Emergency Book
- Finance
- Financial Administration Directorate
- Financial Coding Manual
- General Ledger Accounts List
- Information Processing System
- Isolated Posts Policy
- Living Accommodation Charges Policy
- Mail
- Management Policy on Hospitality
- Material Management Division
- Organization and Activity Management Manual
- Organizational Structure
- Program Structure
- Relocation Policy
- Resource Management Division
- Resource Projections
- Security Directorate
- T1 Statistical Data Capture Manual (T1 SDC)
- T2 Photocopy
- Tax Forms
- Travel Policy

**Human Resources Branch**

- Personnel Management System (PMS)
- Personnel Services
- Reference Sources

**Information Technology Branch**

- Computer Output Control System
- Computer Output Microforms

**Policy and Legislation Branch**

- Departmental Objectives and Policies
- Income Tax Agreement with Other Countries
- Public Affairs Policy
- Rapid System
- Release of Information

**Additional Information**

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Agency and its various programs and services may be directed to:

Canada Customs and Revenue Agency  
Public Affairs Branch  
4<sup>th</sup> Floor, Connaught Building  
555 MacKenzie Avenue  
Ottawa, Ontario  
K1A 0L5

Tel.: (613) 957-8523

**Reading Room**

In accordance with the Access to Information Act, Canada Customs and Revenue Agency, has established public reading rooms, they can be found at different locations across Canada.

They are opened to the public (Monday through Friday – 08:15 to 17:00) and contain copies of Taxation Operations Manuals, Information Circulars, Interpretations Bulletins, the Access to Information and Privacy Acts, InfoSource and request forms. Reading rooms attendants are available to help individuals seeking information and to complete the request forms.

**Atlantic Region**

Charlottetown Tax Services Office  
161 St. Peters Road  
Sherwood Business Centre  
Charlottetown, Prince Edward Island  
C1A 8L3

Halifax Tax Services Office  
1256 Barrington Street  
Halifax, Nova Scotia  
B3J 2T5

Saint John Tax Services Office  
126 Prince William Street  
Saint John, New Brunswick  
E2L 4H9

Newfoundland and Labrador  
Tax Services Office  
Sir Humphrey Gilbert Building  
2<sup>nd</sup> Floor, 165 Duckworth Street  
St. John's, Newfoundland  
A1B 4R5

**Quebec Region**

Laval Tax Services Office  
3131 St. Martin Boulevard West  
Laval, Quebec  
H7T 2A7

Montréal Tax Services Office  
6<sup>th</sup> Floor  
305 René-Lévesque Boulevard West  
Montréal, Quebec  
H2Z 1A6

Québec Tax Services Office  
165 Pointe-aux-Lièvres Street South  
Québec, Quebec  
G1K 7L3

Rouyn Tax Services Office  
44 Avenue du Lac  
Rouyn-Noranda, Quebec  
J9X 6Z9

Sherbrooke Tax Services Office  
50 Place de la Cité  
Sherbrooke, Quebec  
J1H 5L8

Shawinigan Tax Centre  
4695 – 12<sup>th</sup> Avenue  
Shawinigan, Quebec  
G9N 7S6

Jonquière Tax Centre  
2251 René-Lévesque Boulevard  
Jonquière, Quebec  
G7S 5J1

**Northern Ontario Region**

Belleville Tax Services Office  
11 Station Street  
Belleville, Ontario  
K8N 2S3

Sudbury Tax Services Office  
1050 Notre-Dame Avenue  
Sudbury, Ontario  
P3A 5C1

Ottawa Technology Centre  
875 Heron Road  
Ottawa, Ontario  
K1A 0L5

**Southern Ontario Region**

Kitchener/Waterloo Tax Services Office  
166 Frederick Street  
Kitchener, Ontario  
N2G 4N1

St. Catharines Tax Services Office  
32 Church Street  
St. Catharines, Ontario  
L2R 3B9

Toronto Centre Tax Services Office  
1 Front Street West  
Toronto, Ontario  
M5J 2X6

Toronto North Tax Services Office  
7<sup>th</sup> Floor  
5001 Yonge Street  
North York, Ontario  
M3N 6P6

Toronto West Tax Services Office  
4<sup>th</sup> Floor  
5800 Hurontario Street  
Mississauga, Ontario  
L5A 4E9

Windsor Tax Services Office  
185 Ouellette Avenue  
Windsor, Ontario  
N9A 7G7

Hamilton Tax Services Office  
150 Main Street West  
Hamilton Tax Services Office  
L8N 3E1

London Tax Services Office  
451 Talbot Street  
London, Ontario  
N6A 5E5

**Prairies Region**

Calgary Tax Services Office  
720 Harry Hays Building  
220 – 4<sup>th</sup> Avenue South East  
Calgary, Alberta  
T2G 0L1

Edmonton Tax Services Office  
Suite 10, Canada Place  
9700 Jasper Avenue  
Edmonton, Alberta  
T5J 4C8

Regina Tax Services Office  
1955 Smith Street  
Regina, Saskatchewan  
S4P 2N9

Saskatoon Tax Services Office  
340 – 3<sup>rd</sup> Avenue North  
Saskatoon, Saskatchewan  
S7K 0A8

Winnipeg Tax Services Office  
325 Broadway Avenue  
Winnipeg, Manitoba  
R3C 2W2

### **Pacific Region**

Northern B.C. & Yukon Tax Services Office  
280 Victoria Street  
Prince George, British Columbia  
V2L 4X3

Southern Interior B.C. Tax Services Office  
277 Winnipeg Street  
Penticton, British Columbia  
V2A 1N6

Vancouver Island Tax Services Office  
1415 Vancouver Street  
Victoria, British Columbia  
V8V 3W4

Vancouver Tax Services Office  
1166 West Pender Street  
Vancouver, British Columbia  
V6E 3H8

Burnaby Fraser Tax Services Office  
9737 King George Highway  
Surrey, British Columbia  
V3T 3E1



# Canada Deposit Insurance Corporation

## Chapter 10

### General Information

#### Background

The Canada Deposit Insurance Corporation (CDIC) was established in 1967 by the Canada Deposit Insurance Corporation Act. The Corporation is an agent of Her Majesty in right of Canada and is a Crown Corporation named in Part I of Schedule III of the Financial Administration Act. The Corporation reports to Parliament through the Minister of Finance, who has delegated certain responsibilities for CDIC matters to the Secretary of State (International Financial Institutions). The Corporation's objects are to provide insurance against the loss of part or all of deposits, to be instrumental in the promotion of standards of sound business and financial practices for member institutions, and to promote and otherwise contribute to the stability of the financial system in Canada. These objects are to be pursued for the benefit of persons having deposits with member institutions and in such a manner as will minimize the exposure of the Corporation to loss.

#### Membership

Membership with CDIC is limited to banks, federally incorporated trust or loan companies, and provincially incorporated trust or loan companies. To obtain membership, an application must be submitted to CDIC and approved by its Board of Directors. Provincially incorporated institutions must be authorized by the province of incorporation to apply for deposit insurance.

Under the CDIC Act, the maximum basic protection for eligible deposits is \$60,000 per person at each member institution. CDIC provides separate protection for eligible deposits held jointly, in trust, in registered savings plans, and in registered retirement income funds, also to a maximum of \$60,000, in each category. Deposits not payable in Canada or repayable in foreign currency are not eligible to be insured.

#### Responsibilities

The Corporation's primary role is set out above. Other responsibilities include examining the affairs of member institutions in order to obtain information for deposit insurance purposes (under legislation, the examination of member institutions is the responsibility of the Office of the Superintendent of Financial Institutions (OSFI)); acting as lender of last resort to provide short-term liquidation loans under specified authority; managing

the acquired assets of member institutions; and reducing the risk of loss to the Corporation by guaranteeing loans or deposits with a member institution. In addition, the Corporation can act as curator of a bank, or liquidator or receiver of a member institution. Further, CDIC manages and invests funds accumulated from the operations of the Corporation.

To carry out its work, CDIC relies on the work of OSFI and provincial regulators. They are responsible for regulatory supervision and for ensuring that member institutions follow the rules and regulations and remain financially viable. CDIC has no regulatory role. It relies on information provided by the regulator. If a member institution poses a significant risk of loss to the Corporation, CDIC will work closely with the regulator and usually complete an intensive special examination of the company's operations and the value of its assets to clarify CDIC's risk and to establish an information base upon which the Corporation can act promptly toward intervention or failure resolution.

#### Legislation

- Canada Deposit Insurance Corporation Act
- CDIC Application for Deposit Insurance By-law
- CDIC Capital Management Standards By-law
- CDIC Credit Risk Management Standards By-law
- CDIC Deposit Insurance Application Fee By-law
- CDIC Deposit Insurance Information By-law
- CDIC Deposit Insurance Policy By-law
- CDIC Differential Premiums By-law
- CDIC Discretionary Interest By-law
- CDIC Exemption from Deposit Insurance By-laws:
  - Exemption from Deposit Insurance By-law (Exemption Fee)
  - Exemption from Deposit Insurance By-law (Foreign Currency Deposits)
  - Exemption from Deposit Insurance By-law (Interest on Deposits)
  - Exemption from Deposit Insurance By-law (Notice to Depositors)
  - Exemption from Deposit Insurance By-law (Prescribed Deposits)
- CDIC Foreign Exchange Risk Management Standards By-law
- CDIC Interest Payable on Certain Deposits By-law
- CDIC Interest Rate Risk Management Standards By-law

- CDIC Internal Control Standards By-law
- CDIC Joint and Trust Account Disclosure By-law
- CDIC Liquidity Management Standards By-law
- CDIC Prescribed Practices Premium Surcharge By-law
- CDIC Real Estate Appraisals Standards By-law
- CDIC Securities Portfolio Management Standards By-law

## Organization

### ◆ Board of Directors

CDIC's Board of Directors comprises the Chairperson, the Governor of the Bank of Canada, the Deputy Minister of Finance, and the Superintendent and Deputy Superintendent of Financial Institutions. As well, there are four private sector directors. The Governor in Council appoints the Chairperson, the four private sector directors and the President and CEO.

### ◆ Office of the President and CEO

The Office of the President and CEO is responsible for the overall management of the corporation and for strategic planning and for liaising with the Board of Directors. All Divisions of the corporation, the Audit and Consulting Services Function (described below) and the departments of Corporate Affairs, International Affairs, and Human Resource Management report to the President and CEO.

### ◆ Audit and Consulting Services

This department is responsible for an independent examination and review of risks; internal controls, policies and procedures; systems and practices; their application; and the extent to which they protect the interests of the Corporation. Audit and Consulting Services performs these functions in accordance with provisions related to Crown corporations as outlined in the Financial Administration Act.

### ◆ Field Operations Division

The primary functions of this division are to develop systems and procedures for the conduct of interventions and to manage claims and recoveries associated with past failed member institutions.

### ◆ Finance and Administration

This division is composed of three departments: Finance and Treasury; Information Systems; and

Communications and Public Affairs. The Finance and Treasury Department is responsible for the accounting, financial planning, and treasury activities of the Corporation. Internally, the division provides the diverse services, tools, and environment necessary for Corporation staff to effectively and efficiently carry out their duties. Externally, the division provides specialized services to government, member institutions, and the general public (e.g., 1-800 information lines, public awareness activities, payout support).

### ◆ Insurance and Risk Assessment Division

The main responsibility of this division is the effective operation of the insurance, member relations, and risk assessment functions of the Corporation. The division is also responsible for developing and establishing standards of sound business and financial practices, and administering the system of differential premiums.

### ◆ Legal Division

This division is responsible for providing legal counsel and advice in all legal matters affecting the Corporation. It also performs duties assigned to it by the Board of Directors.

## Information Holdings

### Program Records

#### Enquiries

**Description:** This program record includes correspondence relating to enquiries and queries from depositors or the general public. **Topics:** Generally related to deposit insurance limits and insurability of deposits. **Program Record Number:** CDI PRH 055

#### Member Institutions – Intervention

**Description:** This program record pertains to the intervention required when a member institution becomes insolvent, i.e., appointment of agents, wind-up process, payments to depositors, liquidation of assets and final dissolution. **Topics:** Agreements; disposal of assets; financial statements; loans; litigation; meetings; payments to depositors; and reports. **Program Record Number:** CDI FOI 050

#### Member Institutions – Monitoring

**Description:** This program record includes subjects relating to the monitoring of operations of members

and the assessment of risk to the Corporation. **Topics:** Complaints; financial statements; regulatory reports; and the use of marks and signs in advertisements and on investment instruments. **Program Record Number:** CDI IRA 045

#### Member Institutions – Relations

**Description:** This program record includes subjects relating to the ongoing relations with members, the monitoring of the financial status of members and, in the case of members in financial difficulty, the investigation of alternatives to liquidation, i.e., liquidity loans, mergers, changes in management, etc. **Topics:** Applications for membership; policies and certificates of membership; borrowing and lending guidelines; premium administration; and regulatory reports. **Program Record Number:** CDI IRA 040

## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

### Accounts and Accounting

### Acts and Legislation

### Administration

### Administration and Management Services

### Audits

### Budgets

### Buildings and Properties

### Classification of Positions

### Co-operation and Liaison

### Employment and Staffing

### Equipment and Supplies

### Finance

### Furniture and Furnishings

### Human Resources

### Occupational Health, Safety, and Welfare

### Official Languages

### Pensions and Insurance

### Personnel

### Procurement

### Salaries and Wages

### Training and Development

### Utilities

## Personal Information Banks

### Applications for Employment

**Description:** This bank serves as a reference for any applications received from individuals seeking employment with the Canada Deposit Insurance Corporation. These requests usually consist of a letter and an attached curriculum vitae. **Class of Individuals:** Individuals seeking employment with the Canada Deposit Insurance Corporation. **Purpose:** These applications are considered as positions become vacant. Information is compiled so that it can be referred to when considering a candidate for a vacated position. **Consistent Uses:** The bank is also used to store information on these individuals. **Retention and Disposal Standards:** The records are retained for two years and are then destroyed. Unsolicited ones are kept six months and are then destroyed. **TBS Registration:** 002292 **Bank Number:** CDI PPU 015

### Payments to Depositors

**Description:** This bank contains records of payments to insured depositors. **Class of Individuals:** The information relates to depositors of insolvent member institutions. **Purpose:** The purpose of this bank is to keep a record of payments made to insured depositors. **Consistent Uses:** This bank is also used to support payments made to depositors of insolvent members. **Retention and Disposal Standards:** The disposal criteria for this bank are to be established. **TBS Registration:** 003651 **Bank Number:** CDI PPU 005

### Personal Services Contracts

**Description:** This bank contains contracts placed with the Canada Deposit Insurance Corporation, types of services rendered, lengths of contracts, and money expended. The bank contains the contracts and supporting documents. **Class of Individuals:** Individuals hired under the personal contracts by the Corporation. **Purpose:** The bank is used for accounting, reference, and statistical purposes. **Retention and Disposal Standards:** The disposal criteria for this bank are to be established. **TBS Registration:** 002291 **Bank Number:** CDI PPU 010

## Manuals

- Management Policy Manual



## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Corporation may be directed to:

Communications and Public Affairs  
Canada Deposit Insurance Corporation  
17<sup>th</sup> Floor, 50 O'Connor Street  
P.O. Box 2340, Station D  
Ottawa, Ontario  
K1P 5W5  
Tel.: (613) 996-2081

## Reading Room

In accordance with the Access to Information Act, a reading room is available. The address is:

Canada Deposit Insurance Corporation  
17<sup>th</sup> Floor, 50 O'Connor Street  
Ottawa, Ontario

# Canada Economic Development for Quebec Regions

## Chapter 11

### General Information

### Background

Under the order adopted on February 13, 1998, Economic Development Agency of Canada for the Regions of Quebec (CED) became the new name of the organization formerly known as the Federal Office of Regional Development (Quebec), or FORD(Q). FORD(Q) was created in June 1991, and has been part of the Industry Portfolio since January 1996.

### Responsibilities

Under the Department of Industry Act, the objective of Canada Economic Development for the Regions of Quebec is to promote economic development in areas of Quebec where low incomes and slow economic growth are prevalent or where opportunities for productive employment are inadequate, to emphasize on long-term economic development and sustainable employment and income creation and to focus on small-and medium-sized enterprises and the development and enhancement of entrepreneurship.

### Legislation

- Atlantic Enterprise Loan Insurance Regulations with regard to projects in the Province of Quebec
- Canada Small Business Financing Act
- Department of Industry Act regarding regional economic development in the Province of Quebec
- Enterprise Development Regulations with regard to contributions and projects in the Province of Quebec
- Industrial and Regional Development Act regarding activities in the Province of Quebec
- Small Business Loans Act
- Special Areas Act regarding activities in the Province of Quebec

### Organization

As member of the Industry Portfolio, Canada Economic Development reports to the Minister of Industry Canada. A Secretary of State assumes the Agency's responsibilities for the economic development of the regions of Quebec.

Canada Economic Development for the Regions of Quebec is headquartered in Montréal and has a network of 14 business offices in various regions of

Quebec and provides clients with information on its programs and services through its Internet site, [www.dec-ced.gc.ca](http://www.dec-ced.gc.ca).

The Executive Assistant and Ministerial Advisor, Assistant Deputy Minister, Operations, Assistant Deputy Minister, Policy, Planning and Information, Director General, Communications, Director General, Resource Management and Director, Legal Services, report to the Deputy Minister.

### Deputy Minister

The Deputy Minister is responsible, on behalf of the Minister, for the day-to-day management of the Agency. He also supports and contributes to collective management of the government. He acts as senior policy advisor for the Minister and the government, and is assisted in his activities by the Executive Assistant and Ministerial Advisor, who serves as a co-ordinator in support of senior management. The Executive Assistant and Ministerial Advisor heads the Corporate Secretariat, which is responsible for document management, ministerial correspondence, parliamentary relations and enforcement of the Access to Information Act and the Privacy Act.

### Operations

The Assistant Deputy Minister, Operations, is responsible for program development and the delivery of all Agency products and services, as well as for negotiating and managing partnership agreements with other federal departments and outside organizations, such as financial institutions. He is in charge of implementing agreements with the Quebec government, including the Infrastructure Agreement. The Assistant Deputy Minister, Operations, heads the Regional Operations Branch, the Inter-Regional Intervention and Partnership Branch and a network of 14 business offices throughout Quebec.

The business offices, located in various parts of Quebec, are nerve centres for the delivery of the programs and services of Canada Economic Development for the Regions of Quebec. They play an active role in establishing the Agency's priorities and approaches and in adjusting programs and services to the local situation. Regional teams represent the Agency with local organizations and hold consultations with the community. They also enable the Government of Canada to publicize its policies and its activities with regard to the economic development of the regions.

## Policy, Planning and Information

The Assistant Deputy Minister, Policy, Planning and Information, is responsible for defining the Agency's strategic orientations, carrying out the necessary socio-economic studies, providing the Agency's input to the creation of national policy, promoting Quebec regional interests at the federal level, maintaining the quality system, the performance measurement and managing information. He administers these operational entities: Policy and Interdepartmental Advocacy Branch and Advocacy and Industrial Policy Branch, both located in Hull, the Planning and Strategic Orientations Branch and the Quality, Information and Technologies Branch.

## Communications

The Communications Branch is responsible for developing and implementing a communication program to inform the public of the Agency's contribution and, in the case of special mandates, the Government of Canada's contribution, to the economic development of the regions of Quebec.

## Resource Management

The Resource Management Branch (human, financial and administrative) is responsible for creating programs and policies and delivering strategic and corporate services in all areas related to the management of resources. The Branch participates in implementing the Expenditure Management System, controlling revenues and expenditures and drawing up financial policies, procedures and systems. It ensures liaison with the Office of the Auditor General of Canada, the Treasury Board Secretariat and the Public Service Commission. Lastly, it is responsible for the management of administrative and real property services, government contracts and purchasing.

## Legal Services

The Legal Services Branch provides legal assistance and opinion relevant to the Agency activities. More specifically, Legal Services activities focus on commercial law and its impact on public law. The Branch also provides litigation support services.

## Information Holdings

### Program Records

#### Access to Information and Privacy

**Description:** Policy and guidelines on Access and Privacy; statistical data and other information. **Topics:** Policies and procedures for each component of the legislation; background on legal interpretations of access rights; statistical data on requests and complaints; documents concerning jurisprudence.

**Retention and Disposal Standards:** Files will be retained for two years following the last administrative action and then transferred to the National Archives of Canada for a three-year period. **Access:** Files arranged by subject. **Program Record Number:** CED SEC 005

#### Policy Analysis

**Description:** Subjects proposed by various federal departments, and existing federal policies and programs, particularly from the standpoint of their impact on Quebec economic and to strategic analysis of an economic nature. **Topics:** Impact of federal policies and programs on economic development in Quebec. **Retention and Disposal Standards:** Files will be retained for three years following the last administrative action and then transferred to the National Archives of Canada for a three-year period.

**Access:** By subject. **Program Record Number:** CED PPI 055

#### Internal Audit and Programs and Procedures Examination

**Description:** Subjects related to an independent examination to get an appreciation of risk management practices for decision-making, control and practices of management in relation to the contribution programs and the business procedures of Canada Economic Development. **Topics:** Internal audit report or examination report on assistance programs to regional development and business procedures of Canada Economic Development. **Retention and Disposal Standards:** Files will be retained for three years following the last administrative action and then transferred to the National Archives of Canada for a three-year period. **Access:** By subject. **Program Record Number:** CED PPI 065



### Federal-Provincial Relations

**Description:** Subjects related to Canada Economic Development's relations with provincial organisms/departments who deal with regional development in a significant manner. **Topics:** Also deals with inter-governmental topics related to the Quebec government activities and other provinces or partners who have an impact on regional development.

**Retention and Disposal Standards:** Files will be retained for three years following the last administrative action and then transferred to the National Archives of Canada for a three-year period. **Access:** Files arranged by subject. **Program Record Number:** CED PPI 060

### Economic Analysis

**Description:** Subjects related to the economic situation and trends in Quebec and its regions, key economic development sectors and the main challenges the Quebec economy will have to face in the future. **Topics:** Socio-economic profiles of Quebec communities; report on the Quebec economy; cyclical reports, ad hoc studies (innovation, research and development, productivity, technological intensity of the regions); research and development; innovation.

**Retention and Disposal Standards:** Files will be retained for three years following the last administrative action and then transferred to the National Archives of Canada for a three-year period. **Access:** By subject. **Program Record Number:** CED PPI 040

### Communications

**Description:** Subjects pertaining to major issues for Canada Economic Development promotional and advertising plans, promotion and public relations program records. **Topics:** Communications in general; publications; news clippings; press releases; speeches; audiovisual material; exhibitions. **Access:** By subject.

**Retention and Disposal Standards:** Files will be retained for three years following the last administrative action and then transferred to the National Archives of Canada for a three-year period. **Program Record Number:** CED COM 005

### Policy Development

**Description:** Subjects related to options open to the Minister responsible for Canada Economic Development with regard to the Government of Canada's regional development strategy in Quebec, the preparation of resulting policies and programs, and the establishment of funding options for initiatives under the strategy in question. **Topics:** Strategic framework and sustainable development strategy. **Retention and Disposal Standards:** Files will be retained for three years following the last administrative action and then transferred to the National Archives of Canada for a three-year period. **Access:** By subject. **Program Record Number:** CED PPI 035

### Canada-Quebec Economic and Regional Development Agreement and Related Agreements

**Description:** Subjects related to the regional and economic development initiatives carried out by Canada Economic Development and other departments concerned with regional and economic development in Quebec, and the resultant subsidiary agreements.

**Topics:** Economic and Regional Development Agreement (ERDA), subsidiary agreements and consultation and harmonization agreements. **Retention and Disposal Standards:** Files will be retained for three years following the last administrative action and then transferred to the National Archives of Canada for a three-year period. **Access:** By subject. **Program Record Number:** CED PPI 050

### Program Evaluation

**Description:** Subjects relating to evaluation of the effectiveness, efficiency and merit of federal regional development programs administered by the Agency in Quebec. **Topics:** Evaluation report on Canada Economic Development regional development assistance programs. **Retention and Disposal Standards:** Files will be retained for three years following the last administrative action and then transferred to the National Archives of Canada for a three-year period. **Access:** By subject. **Program Record Number:** CED PPI 045

### Federal Government Contracting

**Description:** Subjects related to meetings, committees and task forces concerning federal government contracting. **Topics:** Minutes, agendas, files.

**Retention and Disposal Standards:** Files will be retained for three years following the last administrative action and then transferred to the National Archives of Canada for a three-year period. **Access:** By subject. **Program Record Number:** CED PPI 015

### Free Trade

**Description:** Files related to international trade liberalization agreements (GATT-WTO, NAFTA) as well as to the elimination of inter-provincial trade barriers within Canada (domestic trade). Their impact on the economy and on Quebec regional development is analyzed. **Topics:** GATT-WTO NAFTA, domestic trade barriers. **Retention and Disposal Standards:** Files will be retained for three years following the last administrative action and then transferred to the National Archives of Canada for a three-year period. **Access:** By subject. **Program Record Number:** CED PPI 020

### Promotion of International Trade

**Description:** Subjects related to the promotion of exports, market activities and investment outside Quebec that could benefit the Quebec economy,

especially small-and medium-sized businesses in the context of the globalization and continental regionalization of markets. **Topics:** Technology transfer, foreign markets, etc. **Retention and Disposal Standards:** Files will be retained for three years following the last administrative action and then transferred to the National Archives of Canada for a three-year period. **Access:** By subject. **Program Record Number:** CED PPI 025

### International Relations

**Description:** Files pertaining to Canada Economic Development relations with international bodies which, in the course of their activities, operate explicitly in the field of regional development, (OECD, CEC, etc.). **Topics:** Includes topics related to regional development originating in both the public and the private sectors in Canada, OECD, etc. **Retention and Disposal Standards:** Files will be retained for three years following the last administrative action and then transferred to the National Archives of Canada for a three-year period. **Access:** By subject. **Program Record Number:** CED PPI 030

### Regional and Industrial Spinoff

**Description:** Subjects related to the industrial and regional spinoffs from major government projects and other major government acquisitions that could have an impact on regional and economic development in Quebec. **Topics:** Major government projects and other major acquisitions, federal policy on industrial and regional spinoffs. **Retention and Disposal Standards:** Files will be retained for three years following the last administrative action and then transferred to the National Archives of Canada for a three-year period. **Access:** By subject. **Program Record Number:** CED PPI 010

### Internal Audit and Review of Programs and Processes

**Description:** Files concerning an independent review of risk management practices, decision support information, control frameworks and management practices for Canada Economic Development's contribution programs and business processes. **Topics:** Internal audit report or review report on Canada Economic Development's regional development assistance programs and business processes. Retention and destruction standards. The files are kept for three years after the last administrative measure and then transferred to the National Archives of Canada for three years. **Access:** By subject. **Program Record Number:** DEC PPI 065

## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

### Administration

#### Buildings and Properties

#### Finance

#### Furniture and Furnishings

#### Personnel

## Personal Information Banks

### Access to Information Act and Privacy Act Requests

**Description:** This file contains access to information and privacy requests sent by individuals under the two Acts, the replies to such requests, and information related to their processing. **Class of Individuals:** Individuals requesting access to Canada Economic Development records under the two Acts. **Purpose:** The purpose of this file is to process and retain access to information requests and to produce reports on the administration of the two Acts. **Consistent Uses:** Contents of this file may be disclosed to the Access to Information and Privacy Commissioners during the investigation of complaints from individuals requesting information. **Retention and Disposal Standards:** Records are retained for two years from the date of the last administrative action and then transferred to the National Archives of Canada for a three-year period. **TBS Registration:** 003225 **Bank Number:** CED PPU 005

### Assistance Program for Disadvantaged Areas (APDA)

**Description:** This bank contains project applications for funding assistance under the APDA. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Businesses and non-profit organizations submitting applications for funding assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the APDA, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. **TBS Registration:** 003233 **Bank Number:** CED PPU 045



### Assistance Program for Industrial Infrastructure (APII)

**Description:** This bank contains project applications for funding assistance under the APII. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Municipalities and regional county municipalities (MRCs) submitting applications for funding assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the APII, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. **TBS Registration:** 003249 **Bank Number:** CED PPU 095

### Assistance Program for Major Regional Facilities (APMRF)

**Description:** This bank contains project applications for funding assistance under the APMRF. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Non-profit organizations, municipalities, intermunicipal boards, regional county municipalities (MRCs) and federal or provincial parapublic agencies submitting applications for funding assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the APMRF, for assessment, recommendation and implementation Assistance Program for Research Establishments (APRE) by Canada Economic Development advisors. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. **TBS Registration:** 003248 **Bank Number:** CED PPU 090

### Assistance Program for Research Establishments (APRE)

**Description:** This bank contains project applications for funding assistance under the APRE. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and

implementation documentation. **Class of Individuals:** Businesses and non-profit organizations submitting applications for funding assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the APRE, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. **TBS Registration:** 003232 **Bank Number:** CED PPU 040

### Canada/Quebec Subsidiary Agreement on Tourism Development

**Description:** This bank contains project applications for funding assistance under the Canada/Quebec Subsidiary Agreement on Tourism Development. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Tourism enterprises submitting applications for funding assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain record of all requests and inquiries about funding assistance under the Canada/Quebec Subsidiary Agreement on Tourism Development for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. **TBS Registration:** 003230 **Bank Number:** CED PPU 030

### Economic Recovery Assistance Program (ERAP)

**Description:** This bank contains project applications for funding assistance under the ERAP. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** SMEs in the commercial, manufacturing, tourism and service sectors, including cooperatives, independent workers maintaining separate accounting records for their commercial activity submitting applications for Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the ERAP program, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also provides reference and



statistical data. **Retention and Disposal Standards:** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. **TBS Registration:** 004138 **Bank Number:** CED PPU 140

#### **Enterprise Development Program (EDP)**

**Description:** This bank contains project applications for funding assistance under the EDP. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Manufacturing, commercial and non-commercial businesses submitting applications for funding assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the EDP, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. **TBS Registration:** 003243 **Bank Number:** CED PPU 065

#### **Federal Procurement Assistance Program (FPAP)**

**Description:** This bank contains project applications for funding assistance under the FPAP. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Commercial businesses submitting applications for funding assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the FPAP, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. **TBS Registration:** 003240 **Bank Number:** CED PPU 050

#### **Housing Program for Southwest Montreal (HPSM)**

**Description:** This bank contains project applications for funding assistance under the HPSM. These applications consist of the applicant's profile and supporting documentation; the project's description,

costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Non-profit organizations submitting applications for funding assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the HPSM, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. **TBS Registration:** 003251 **Bank Number:** CED PPU 105

#### **Industrial Recovery Program for East End Montreal (IRPEEM)**

**Description:** This bank contains project applications for funding assistance under the IRPEEM. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Commercial businesses submitting applications for funding assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the IRPEEM, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. **TBS Registration:** 003244 **Bank Number:** CED PPU 070

#### **Industrial Recovery Program for Southwest Montreal (IRPSM)**

**Description:** This bank contains project applications for funding assistance under the IRPSM. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Commercial businesses and non-profit organizations submitting applications for funding assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the IRPSM, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also provides reference and statistical data. **Retention and Disposal Standards:**

Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. **TBS Registration:** 003245 **Bank Number:** CED PPU 075

#### **Innovation Assistance Program (IAP)**

**Description:** This bank contains project applications for funding assistance under the IAP. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Commercial businesses submitting applications for funding assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the IAP, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. **TBS Registration:** 003231 **Bank Number:** CED PPU 035

#### **Manufacturing Productivity Improvement Program (MPIP)**

**Description:** This bank contains project applications for funding assistance under the MPIP. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing and analysis; and Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Commercial businesses submitting applications for funding assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the MPIP, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. **TBS Registration:** 003246 **Bank Number:** CED PPU 080

#### **Personnel Services Contracts**

**Description:** This data bank contains information on contract proposals, the nature of the services provided, contract length, amounts spent and the contracts themselves with the appropriate support documents. **Class of Individuals:** Persons hired by the Canada Economic Development under temporary service

contracts. **Purpose:** The information was compiled to keep accounts, reference data and statistics. **Retention and Disposal Standards:** The records are retained for a two-year period and then transferred to the National Archives of Canada for a four-year period. **TBS Registration:** 003227 **Bank Number:** CED PPU 015

#### **Regional Development Program for Quebec (RDPQ)**

**Description:** This bank contains project applications for funding assistance under the RDPQ. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Commercial and non-commercial businesses, municipalities and other institutions submitting applications for funding assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the RDPQ, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. **TBS Registration:** 003458 **Bank Number:** CED PPU 125

#### **Regional Strategic Initiatives Program (RSIP)**

**Description:** This bank contains project applications for funding assistance under the RSIP. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Commercial and non-commercial businesses, non-profit organizations, other institutions or organizations submitting applications for funding assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the RSIP, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. **TBS Registration:** 004139 **Bank Number:** CED PPU 145

#### **Salmon Economic Development Program (SEDP)**

**Description:** This bank contains project applications for funding assistance under the SEDP. These applications consist of the applicant's profile and



supporting documentation; the project's description, costs, financing, and analysis; and the Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Non-profit organizations submitting applications for funding assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the SEDP, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. **TBS Registration:** 003242 **Bank Number:** CED PPU 060

#### Service Procurement Contracts

**Description:** This file contains information on the procure of services in accordance with Treasury Board policies and directives as well as internal directive.

**Class of Individuals:** Persons hired by service contract with Canada Economic Development, either in Montréal, Hull or in the Regional Offices. **Purpose:** This bank contains information essential for contract management, monetary disbursements, collection of accounts receivable and Canada Economic Development administrative and account activities. Moreover, this bank facilitates the selection, verification and evaluation of consultants. **Retention and Disposal Standards:** The records are retained for a two-year period and then transferred to the National Archives of Canada for a four-year period. **TBS**

**Registration:** 003226 **Bank Number:** CED PPU 010

#### Support Program for Regional Development Activities (SPRDA)

**Description:** This bank contains project applications for funding assistance under the SPRDA. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Commercial and non-commercial businesses submitting applications for funding assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the SPRDA, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. **TBS Registration:** 003459 **Bank Number:** CED PPU 120

#### Support Program for Fashion Design (SPFD)

**Description:** This bank contains project applications for funding assistance under the SPFD. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Commercial businesses and non-profit organizations submitting applications for funding assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the SPFD, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. **TBS Registration:** 003241 **Bank Number:** CED PPU 055

#### Temporary Economic Reconstruction Program (TERP)

**Description:** This bank contains project applications for funding assistance under the TERP. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Farm operations, non-profit organizations, tourism undertakings, outfitting operations and controlled harvesting zones (ZECs), snowmobile trails, manufacturing and commercial businesses, undertakings and environmental industrial infrastructure submitting applications for funding assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the TERP, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. **TBS Registration:** 004137 **Bank Number:** CED PPU 135

#### Support Program for Technology Development Assistance Centres (SPTDAC)

**Description:** This bank contains project applications for funding assistance under the SPTDAC. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and



implementation documentation. **Class of Individuals:** Non-profit organizations submitting applications for funding assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the SPTDAC, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. **TBS Registration:** 003247 **Bank Number:** CED PPU 085

#### **Assistance Program for Tourist Attractions and Infrastructure (APTAI)**

**Description:** This bank contains project applications for funding assistance under the APTAI projects. These applications consist of the description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Municipal agencies and non-profit organizations submitting applications for funding assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the APTAI projects, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. **TBS Registration:** 003250 **Bank Number:** CED PPU 100

#### **Montreal Development Fund Program (MDFP)**

**Description:** This bank contains project applications for funding assistance under the MDFP. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Commercial and non-commercial businesses and other organizations submitting applications for funding assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the MDFP, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for three

years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. **TBS Registration:** 003252 **Bank Number:** CED PPU 110

#### **Special Assistance Program for the Development of the Montreal Region (APDM)**

**Description:** This bank contains project applications for funding assistance under the APDM. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Businesses and non-profit organizations submitting applications for funding assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the APDM, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. **TBS Registration:** 003253 **Bank Number:** CED PPU 115

#### **IDEA-SME Program**

**Description:** This bank contains project applications for funding assistance under the IDEA-SME Program. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Commercial and non-commercial businesses, non-profit organizations, businesses in the manufacturing and processing sectors, municipalities and other institutions, intermunicipal boards, regional county municipalities (MRCS), paraprofessional institutions and municipal organizations submitting applications for funding assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the IDEA-SME program, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. **TBS Registration:** 003774 **Bank Number:** CED PPU 130

### Community Futures Program (CFP)

**Description:** This bank contains applications for funding assistance under the CFP. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing and analysis; and Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Non-profit organizations, mainly the Community Futures Development Corporations (CFDCs) and the Community Economic Development Corporations (CEDCs) submitting applications to obtain financial assistance from Canada Economic Development under the CFP. **Purpose:** The purpose of this bank is to retain a record of all requests and inquiries about funding assistance under the CFP, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also contains reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years from the date of the last administration action and then transferred to the National Archives of Canada for three years. **TBS Registration:** 004479 **Bank Number:** CED PPU 131

### Special Fund for the Economic Development and Adjustment of Quebec Fishing Communities (SFQC)

**Description:** This bank contains applications for funding assistance under the SFQC. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing and analysis; and Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Commercial or non-commercial businesses and other organizations submitting applications to obtain financial assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests for funding assistance under the SFQC, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also contains reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years from the date of the last administration action and then transferred to the National Archives of Canada for three years. **TBS Registration:** 005000 **Bank Number:** CED PPU 132

### Industrial and Regional Development Program (IRDP)

**Description:** This bank contains applications for funding assistance under the IRDP. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing and analysis; and Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Commercial businesses in the manufacturing and

transformation sectors submitting applications to obtain financial assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests for funding assistance under the IRDP, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also contains reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years from the date of the last administration action and then transferred to the National Archives of Canada for three years. **TBS Registration:** 005116 **Bank Number:** CED PPU 133

### Canadian Support Program for the Economy of Gaspé and the Magdalen Islands (CSPEGI)

**Description:** This bank contains applications for funding assistance under the CSPEGI. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing and analysis; and Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Commercial businesses, municipalities and non profit organizations submitting applications to obtain financial assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests for funding assistance under the CSPEGI, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also contains reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years from the date of the last administration action and then transferred to the National Archives of Canada for three years. **TBS Registration:** 005117 **Bank Number:** CED PPU 134

### Montréal Special Area Program (MSAP)

**Description:** This bank contains applications for funding assistance under the MSAP. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing and analysis; and Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Commercial businesses in the manufacturing sector submitting applications to obtain financial assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests for funding assistance under the MSAP, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also contains reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years from the date of the last administration action and then transferred to the National Archives of Canada for three years. **TBS Registration:** 005118 **Bank Number:** CED PPU 135



### Regional Development Incentives Program (RDIP)

**Description:** This bank contains applications for funding assistance under the RDIP. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing and analysis; and Canada Economic Development project recommendation and implementation documentation. **Class of Individuals:** Commercial or non-commercial businesses submitting applications to obtain financial assistance from Canada Economic Development. **Purpose:** The purpose of this bank is to retain a record of all requests for funding assistance under the RDIP, for assessment, recommendation and implementation by Canada Economic Development advisors. The bank also contains reference and statistical data. **Retention and Disposal Standards:** Records are retained for three years from the date of the last administration action and then transferred to the National Archives of Canada for three years. **TBS Registration:** 005119 **Bank Number:** CED PPU 136

- Quality Manual (ISO)
- Submission to Treasury Board and Governor in Council

### Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The Canada Business Service Centre (CBSC) Initiative was introduced to provide Canadian firms with easier access to a wide range of information on government services, programs and regulations. There are currently 34 federal business departments and agencies participating in this initiative, as well as other levels of government and non-governmental organizations.

Three regional development agencies and Industry Canada (IC) are designated as federal managing partners and are responsible for the development and management of the CBSCs in their areas.

## Classes of Personal Information

In the course of Canada Economic Development programs and activities, personal information may be accumulated which is not contained in the specific information banks described in this entry. This information exists in a fragmented form in Canada Economic Development files, and is stored in the general subject files, which are not normally retrieved by the name of the individual or other personal identifier. This type of information is retrievable only if specifics are provided concerning the subject matter, related departmental activity, and the date on which the information was received by Canada Economic Development and the name of the person to whom it was addressed. The personal information contained in these files is retained for the same period of time as the related subject information and disposed of according to the appropriate records schedules.

Currently there are twelve CBSC centres, one in every province, the Northwest Territories and the Yukon. The participants and designated federal managing partners who are responsible for the development and management of the CBSCs vary from province to province. Western Economic Diversification (WD) manages the centres in British Columbia, Alberta, Saskatchewan and Manitoba. Industry Canada manages the centres in Ontario, the Yukon and the Northwest Territories. The Canada Economic Development Agency for Quebec Regions (CED) manages the Quebec centre. The Atlantic Canada Opportunities Agency (ACOA) manages the centres in Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland.

A national CBSC Secretariat provides centralized support to the network of regional CBSCs and promotes development of the CBSC initiative. The Secretariat is located at Industry Canada. Guidelines for operation of the Secretariat are issued by the Assistant Deputy Ministers' Managing Partners Committee, with representatives from ACOA, WED, IC and CED. It acts as the secretariat for the Managers Operating Committee, the Information Management Committee and the Information Specialists Committee. It also coordinates the dissemination of information from participating federal business departments.

## Manuals

- Access to Information Act and Privacy Act
- Administrative Policy
- Approval and signing authority for Human Resources
- Corporate policy on Human Resources
- Document Classification
- Financial Administration
- Guide to Program Administration
- Health and Safety
- Memorandum to Cabinet
- National Archives of Canada Act
- Personnel Management

### Canada Economic Development and Info entrepreneurs Agreement:

The Info entrepreneurs Documentation Centre contains a large number of publications, books, periodicals and



government documents and reference works in the fields of regional development, business and commerce. The Centre is open to the general public, the staff of Canada Economic Development and other level of government. The address is:

Info entrepreneurs  
Documentation Centre  
5 Place Ville-Marie  
Plaza Level, South Side  
Suite 12500  
Montréal, Quebec  
H3B 4Y2

Tel.: (514) 496-4636  
Fax: (514) 496-5934

A documentation centre is also located at:

Ressources-Entreprises  
825 St. Thérèse Street  
Québec, Quebec  
G1N 1S6

Tel.: (418) 649-4636  
Fax: (418) 682-1144

Request for further information about the Agency and its various programs and functions may be directed to:

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1-800-561-4353

**Québec – Chaudière – Appalaches**

John Munn Building  
112 Dalhousie Street  
2<sup>nd</sup> Floor  
Québec, Quebec  
G1K 4C1

Tel.: (418) 648-4826  
1-800-463-5204

**Saguenay – Lac Saint-Jean**

170 St. Joseph Street South  
Suite 203  
Alma, Quebec  
G8B 3E8

Tel.: (418) 668-3084  
1-800-463-9808

**Head Office**

Stock Exchange Tower  
800 Victoria Square  
Suite 3800  
P.O. Box 247  
Montréal, Quebec  
H4Z 1E8

Tel.: (514) 283-6412

**Policy and Interdepartmental Advocacy and  
Advocacy and Industrial Policy**

Place du Portage, Phase II  
165 Hôtel de Ville Street  
P.O. Box 1110, Station B  
Hull, Quebec  
J8X 3X5

Tel.: (819) 997-3474  
Fax: (819) 997-3340

**Reading Room**

Canada Economic Development has designated a space in the Info entrepreneurs premises as a public reading room under the Access to Information Act. The address is:

Info Entrepreneurs  
5 Place Ville Marie  
Plaza Level, South Side  
Suite 12500  
Montréal, Quebec  
H3B 4Y2

Tel.: (514) 496-4636  
Fax: (514) 496-5934

# Canada Industrial Relations Board

## Chapter 12

### General Information

#### Background

The Canada Industrial Relations Board (CIRB) is an independent, representational, quasi-judicial tribunal responsible for the interpretation and application of the Canada Labour Code, Part I, Industrial Relations, and certain provisions of Part II, Occupational Safety and Health.

Part I of the Canada Labour Code had remained virtually unchanged since 1972. However, with the coming into force on January 1, 1999 of Bill C-19, an Act to amend the Canada Labour Code (Part I), R.S. 1998 C. 26, significant changes were made to the Code in an effort to modernize it and improve the collective bargaining process for federally regulated industries. The Act also replaced the former Canada Labour Relations Board with the Canada Industrial Relations Board.

The Board has jurisdiction in regard to some 700,000 employees engaged in federal jurisdiction industries, which include interprovincial transportation (air, land and water), broadcasting, banking, longshoring and grain handling, and to private sector employees in Nunavut, the Yukon, and the Northwest Territories.

#### Responsibilities

The Board's mandate is to contribute to and promote effective industrial relations in any work, undertaking or business that falls within the authority of the Parliament of Canada. It interprets and applies the Code in a manner that supports and promotes free collective bargaining and the constructive settlement of disputes.

In general, Part I of the Canada Labour Code charges the Board with a two-fold responsibility: that of granting, modifying and terminating bargaining rights, and that of resolving, through mediation or adjudication, complaints of unfair labour practice concerning violations of the Code by trade unions or employers.

Under Part II of the Code, the Board must rule on complaints by employees alleging that they have been discriminated against or punished for exercising their rights in relation to safety.

On finding a violation of the Code, the Board is empowered to order reinstatement and compensation where appropriate. It is also empowered, upon

application, to order employees to return to work in cases of illegal work stoppages and to attempt to resolve or adjudicate, where necessary, various other types of disputes that may arise under Part I of the Code.

#### Legislation

- Canada Labour Code (Parts I and II)
- Canada Industrial Relations Board Regulations, 1978, SOR 78-499 (under revision)

#### Organization

The Board is composed of a chairperson, at least two full-time vice-chairpersons (at present four) and not more than six full-time members (three representing employees and three representing employers) (at present six full-time and six part-time), all appointed by order-in-council. The chairperson and vice-chairpersons are appointed for five-year terms; members are appointed for three-year terms. This makes up the Adjudicative Branch of the Board.

The Board is managed by the executive director, who is responsible for regional operations, case management, information management and information technology, financial and administrative services and human resources. The Board's Legal Services Branch, headed by the senior legal counsel, provides legal assistance as required by the Board, and acts as the Board's legal counsel in most judicial review proceedings.

The majority of the Board's staff, as well as its full-time vice-chairpersons and members, work out of the headquarters (National Capital Region) office; the Board also has five regional offices and a satellite office, all staffed with labour relations professionals and case management teams.

### Information Holdings

#### Program Records

##### Acquisition and Termination of Bargaining Rights

**Description:** Case files concerning the acquisition by trade unions of the right to bargain collectively on behalf of employees in the federal jurisdiction, through certification as bargaining agent or by way of successor rights, and the termination of bargaining rights. **Topics:** Application for certification; application for declaration



of single employer; application for revocation of certification; application for declaration of successor rights; application for declaration of sale of business; application for access to employer's premises for the purpose of soliciting union membership. **Program Record Number:** CLR OPS 005

### **Change of Terms and Conditions of Employment**

**Description:** Application by employers under federal jurisdiction for permission to alter the rates of pay, or any other terms or conditions of employment, or any rights or privileges of employees who are the subject of an application by a trade union to represent the employees in collective bargaining. **Program Record Number:** CLR OPS 035

### **Collective Bargaining and Collective Agreements**

**Description:** Applications concerning the existence of disputed collective agreements or the identification of parties bound by a collective agreement; applications concerning the failure of an employer to comply with obligations under a collective agreement respecting any proposed technological change; applications for permission to give the employer notice to begin collective bargaining following a notice of technological change; references from the Minister of Labour directing the Board to inquire into disputes related to the settlement of first collective agreements, and to impose a first agreement on the parties if necessary; applications by individuals who, because of religious beliefs, object to joining a trade union or to paying regular union dues to a trade union (The Board may allow an exception for such individuals, directing the amount normally paid for regular union dues to a registered charity chosen by the employee and the union.); applications by parties to a collective agreement to serve notice to bargain following the establishment of a portion of the public service as a Crown corporation and following certain determinations by the Board as to whether the agreement will remain in force, the expiration date if it does remain in force, whether the employees concerned constitute one or more units appropriate for collective bargaining, and which trade union shall be the bargaining agent for each unit. **Topics:** Determination of the existence of a collective agreement; revision of terms of collective agreement; technological change; leave to serve notice to bargain concerning technological change; provision of first agreement; religious objections; portion of the public service established as Crown corporation. **Program Record Number:** CLR OPS 030

### **Complaints of Unfair Labour Practice**

**Description:** Complaints by persons or organizations that an employer, a trade union or a person has violated or failed to comply with provisions of the Canada Labour Code, Part I (Industrial Relations). **Topics:** Complaints related to failure to bargain in good faith,

interference with the bargaining rights of a bargaining agent and changing of conditions of employment without the consent of the bargaining agent during the prescribed bargaining period; complaints alleging offences by employers such as interference with the formation or administration of a union or the representation of employees by a trade union, or discrimination against employees for union membership, union activity or the exercise of their rights under the Code; complaints alleging violations by trade unions such as trying to force an employer to bargain collectively in respect of employees for whom the union is not the bargaining agent, bargaining with an employer in respect of employees with the knowledge that another organization is the actual bargaining agent, interference in the formation or administration of an employer's organization, unauthorized soliciting of employees during their working hours at their place of employment, requiring the termination of an employee for loss of union membership unless that loss of membership is the result of failure to pay the required union fees, the application of membership rules or disciplinary procedures in a discriminatory manner, and discriminating against a person in matters related to employment or union membership because a person has exercised certain rights or fulfilled specified obligations under the Code; complaints alleging failure of a trade union to represent fairly all employees in the bargaining unit, or failure to establish rules for the referral of members to employment and apply the rules fairly, and alleging failure of a trade union to provide certified financial statements of its affairs to the end of its last fiscal year to any of its members free of charge. **Program Record Number:** CLR OPS 010

### **Review and Enforcement of Orders**

**Description:** Applications to amend or rescind previous Board decisions or to reconsider previous decisions; requests to file Board orders in the federal court to give them the weight of an Order of the Court; or applications for the written consent of the Board to prosecute an offence under the Canada Labour Code. **Topics:** Application for review; filing of Board order in court; consent to prosecute. **Program Record Number:** CLR OPS 025

### **Safety of Employees**

**Description:** Complaints by employees alleging that their employer has imposed a penalty on them because they refused to work in accordance with their rights under Part II of the Canada Labour Code (Refusal to Work because of a Dangerous Situation). **Program Record Number:** CLR OPS 020

### **Unlawful Work Stoppage**

**Description:** Applications by an employer (in the case of a strike) or by a trade union (in the case of a lockout) for a declaration that the work stoppage is unlawful.

**Topics:** Applications concerning unlawful strikes; applications in cases of unlawful lockout. **Program Record Number:** CLR OPS 015

## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting  
Acts and Legislation  
Administration  
Administration and Management Services  
Audits  
Budgets  
Buildings  
Classification of Positions  
Employment and Staffing  
Equipment and Supplies  
Finance  
Furniture and Furnishings  
Human Resources  
Office Appliances  
Official Languages  
Pensions and Insurance  
Personnel  
Procurement  
Salaries and Wages  
Staff Relations  
Training and Development

## Personal Information Banks

### Access to Information and Privacy Requests

**Description:** This bank contains requests submitted by individuals seeking access to information under the Access to Information Act and the Privacy Act; replies to such requests; and information relating to their processing. **Class of Individuals:** Individuals submitting requests for access to information under the Access to Information Act and the Privacy Act.

**Purpose:** The information is used to process formal access requests in accordance with the Access to Information Act and the Privacy Act. **Consistent Uses:** This bank is also used to report to Treasury Board on access requests received under the Acts. Retention and Disposition Standards: Records are retained for two years after the last administrative action, then destroyed. **PAC Number:** 98/001 **TBS Registration:** 004457 **Bank Number:** CIR PPU 020

### Religious Objections

**Description:** This bank contains applications by individuals who, because of religious beliefs, object to joining a trade union or to paying regular union dues to a trade union. The Board may order that a provision in a collective agreement requiring membership in a trade union or the payment of union dues as a condition of employment, not be applied to such employees. **Class of Individuals:** Individuals who work for companies under federal jurisdiction, as set out in the Canada Labour Code. **Purpose:** Personal information is obtained solely for the purpose of determining whether an employee's objections to membership in a trade union are based on true religious convictions.

**Consistent Uses:** Religious objections may occasionally require a public hearing to determine complex issues, which could affect the Board's decision regarding the objections. Such a hearing may result in the publication of a written judgement containing the facts surrounding the application and the Board's reasons for granting, or rejecting, the application.

**Retention and Disposal Standards:** Simple cases (i.e., those that are withdrawn or settled without the holding of a public hearing) are kept for two years and then destroyed. Other cases are kept by the Board for 10 years, and then transferred to the National Archives of Canada for selective retention. **Related to PR#:** CLR OPS 030 **TBS Registration:** 002331 **Bank Number:** CLR PPU 015

### Termination of Bargaining Rights

**Description:** This bank contains case files concerning applications for revocation of certifications, which grant bargaining agents (unions) the right to represent employees in collective bargaining with employers in the federal jurisdiction. **Class of Individuals:** Individuals who work for companies under federal jurisdiction, as set out in the Canada Labour Code. **Purpose:** Personal information is obtained solely for the purpose of determining whether an individual is a member of the bargaining unit and therefore entitled to express support for or against his or her bargaining agent.

**Consistent Uses:** Applications for revocation may occasionally require a public hearing in order to determine complex issues, which could affect the Board's decision and may result in the publication of a written judgement, which will contain the facts surrounding the application and the Board's reasons for granting or rejecting it. **Retention and Disposal Standards:** Files are kept for five years for successful applications and three years for unsuccessful applications, then transferred to the National Archives of Canada for selective retention. Cases withdrawn are destroyed after two years. **PAC Number:** 84-015 **Related to PR#:** CLR OPS 005 **TBS Registration:** 000102 **Bank Number:** CLR PPU 010



## Applications for Employment

**Description:** This bank maintains an inventory of applications from individuals requesting employment with the Department. The files include completed application forms, letters, and curriculum vitae of persons seeking employment with the Department.

**Class of Individuals:** Individuals seeking employment with the Department. **Purpose:** The bank is used to review applications of individuals requesting employment with the Department when positions become available. **Retention and Disposal**

**Standards:** Records are retained for six months and then destroyed. **PAC Number:** 98/001 **TBS**

**Registration:** 004458 **Bank Number:** CIR PPU 025

## Violations of the Canada Labour Code

**Description:** This bank contains case files concerning complaints by individuals that a section, or sections, of the Canada Labour Code, Parts I and II have been violated by their employer, their union, or another individual. Files may contain information on grievances, work records, or letters from unions or employers containing opinions or comments about individuals.

**Class of Individuals:** Individuals who work for companies under federal jurisdiction, as set out in the Canada Labour Code. **Purpose:** Information about individuals is obtained solely for the purpose of bringing about a settlement to the dispute or, failing settlement, for the purpose of adjudication by the Board on the merits of the complaint. **Consistent Uses:** Information contained in case files, along with testimony given at public hearings may be published in written judgements, which set out the Board's reasons for rejecting or upholding a complaint. Personal information is used solely for the purpose of settling or deciding on the merits of each case and is published solely for the purpose of explaining the Board's reasons for its decision and its policy in like cases. **Retention and Disposal**

**Standards:** Case files are kept for five years if successful and three years if unsuccessful, and are then transferred to the National Archives of Canada for selective retention. Settled cases are kept for the minimum two years required and then destroyed.

**PAC Number:** 84-015 **Related to PR#:** CLR OPS 010 **TBS Registration:** 000101 **Bank Number:** CLR PPU 005

## Classes of Personal Information

### Other Personal Information Banks

Other case files and subject files held by operational services may contain personal information such as names of individuals, addresses, position titles, job descriptions, salaries, and membership in a trade union. The information is not retrievable by personal identifiers

and is collected solely for the purpose of administering the Canada Labour Code. All files are organized by file number and are maintained by operational services at headquarters in Ottawa. Regional offices retain duplicate files for the purposes of investigation until the settlement of a case. Some personal information such as job descriptions and salaries may be published in written judgements where it is pertinent to the background of a case in which the Canada Industrial Relations Board decides its decision requires formal elaboration. Such information is usually the result of testimony given at public hearings.

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board and its various programs and functions may be directed to:

### Head Office

C.D. Howe Building  
240 Sparks Street  
4<sup>th</sup> Floor West  
Ottawa, Ontario  
K1A 0X8

Tel.: 1-800-575-9696  
TTY: 1-800-855-0511  
Fax: (613) 947-5407  
E-mail: [info@cirb-ccri.gc.ca](mailto:info@cirb-ccri.gc.ca)  
Web Site: [www.cirb-ccri.gc.ca](http://www.cirb-ccri.gc.ca)

### Atlantic Region

Queen Square  
45 Alderney Drive, Suite 600  
Dartmouth, Nova Scotia  
B2Y 2N6

Tel.: (902) 426-7069  
Fax: (902) 426-7397

### National Capital Region

C.D. Howe Building  
240 Sparks Street  
4<sup>th</sup> Floor West  
Ottawa, Ontario  
K1A 0X8

Fax: (613) 947-9493



**Quebec Region**

Place de la Cathédrale  
600 de Maisonneuve West  
Suite 700, 7<sup>th</sup> Floor  
Montréal, Quebec  
H3A 3J2

Tel.: (514) 283-3570

Fax: (514) 283-3590

**Ontario Region**

1 Front Street West,  
Suite 5300, 5<sup>th</sup> Floor East  
Toronto, Ontario  
M5J 2X7

Fax: (416) 973-6543

**Western Region**

757 West Hastings Street  
Suite 410  
Vancouver, British Columbia  
V6C 1A1

Tel.: (604) 666-6002

Fax: (604) 666-6071

**Satellite Office**

Carlton Square  
155 Carlton Street, Suite 300  
Winnipeg, Manitoba  
R3C 3H8

Tel.: (204) 983-6367

Fax: (204) 983-3170

**Reading Room**

The Board's library has been designated as  
a reading room. The address is:

C.D. Howe Building  
240 Sparks Street  
4<sup>th</sup> Floor West  
Ottawa, Ontario

Tel.: (613) 947-5404

# Canada Lands Company Limited

## Chapter 13

### General Information

#### Background

Canada Lands Company Limited is an arms-length, self-financing, non-agent Crown corporation reporting to the Parliament of Canada through the Minister of Public Works and Government Services. It was established in 1956 and reactivated in 1995.

Canada Lands Company Limited is subject to the Access to Information and Privacy Acts, whereas its wholly-owned subsidiaries are subject to the Personal Information Protection and Electronics Documents Act.

#### Responsibilities

The Company optimizes the financial and community value of strategic properties no longer required for program purposes by its customers – Government of Canada departments, agencies and Crown corporations. It accomplishes this through its subsidiaries by purchasing land at fair market value, then improving, managing or selling it in order to produce the best possible benefits for both local communities and the Company's shareholder, the Government of Canada.

Canada Lands Company Limited is a Canada Business Corporations Act corporation and is listed in Schedule III, Part 1 of the Financial Administration Act as a non-agent Crown. It is the parent company of three wholly owned subsidiaries:

- Canada Lands Company CLC Limited – the core real estate business, active in 30 municipalities across Canada;
- Parc Downsview Park Inc. – responsible for developing and managing Downsview Park in Toronto; and
- Old Port of Montréal Corporation Inc. – responsible for redeveloping the Old Port of Montréal and reporting to Parliament as if it were a parent Crown corporation.

#### Vision Statement: Innovation. Value. Legacy.

Canada Lands Company CLC Limited builds innovative property solutions to create financial value and community legacies for all Canadians.

### Organization

#### President & Chief Executive Officer

The President and Chief Executive Officer of Canada Lands Company Limited, who is the Head of the Institution for the purposes of the Access to Information Act and the Privacy Act, exercises all the powers and responsibilities pertaining to this function under the Act in question.

#### Other Officers of Canada Lands Company Limited

- Vice President Finance, and Chief Financial Officer
- Vice President Public & Government Affairs
- Corporate Secretary

Canada Lands Company Limited has no employees. Its President & CEO is a Governor-in-Council appointee.

All employees are employed by Canada Lands Company CLC Limited, a wholly-owned subsidiary of Canada Lands Company Limited.

### Information Holdings

#### Program Records

Canada Lands does not administer a program, but operates under a mandate set down by the Federal Government. Records related to this would be:

#### Communications

**Description:** Information relating to media relations, press releases, advertising, promotional events and community relations. **Program Record Number:** CLN COM 005

#### Legal and Corporate Secretary

**Description:** Information relating to agreements and contracts, acts and regulations, corporate by-laws, cases and opinions, litigation and research. Includes Board of Directors and Committee minutes, and Orders in Council appointing Board members. **Program Record Number:** CLN LCS 010

## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

### Administration

#### Audits

## Personal Information Banks

### Access to Information and Privacy

#### Requests Data Bank

**Description:** This bank contains the access to information and personal information request forms or letters sent by individuals requesting access to files, the replies to such requests and information related to their processing, including copies of information that may have been disclosed and any record of subsequent complaints. **Class of Individuals:** Canadian citizens, permanent residents of Canada, and individuals present in Canada. **Purpose:** The information is used for processing requests; to assist in the preparation of annual reports, and to provide a record of all such requests received by the Bank. **Retention and Disposal Standards:** These files are held for two years after the last administrative use, then destroyed.

**TBS Registration:** 005080. **Bank Number:** CLN PPU 005

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For further information about the functions and activities of the Canada Lands Company Limited, please contact:

Brian Way, Access to Information Co-ordinator &  
Corporate Secretary  
200 King Street West, Suite 1500  
Toronto, Ontario  
M5H 3T4

Tel.: (416) 952-6176  
Fax: (416) 952-6200  
E-mail: bway@clc.ca

## Reading Room

Suite 1500  
200 King Street West  
Toronto, Ontario



# Canada Mortgage and Housing Corporation

## Chapter 14

### General Information

#### Background

Canada Mortgage and Housing Corporation (CMHC) was incorporated as a Crown corporation in January, 1946, by an Act of Parliament. CMHC has authority to act for the Government of Canada in all matters prescribed under the Housing Acts, principally the National Housing Act (NHA). CMHC reports to Parliament through a designated Minister. Its affairs are managed by a Board of Directors consisting of the Chairman of the Board, the President and eight other members, all appointed by the Governor-in-Council.

#### Responsibilities

CMHC is a Crown corporation of the Government of Canada. Under the authority of the National Housing Act (NHA) and the Canada Mortgage and Housing Corporation Act, CMHC's mission is to promote housing quality, affordability and choice for Canadians through four business pillars: Housing finance, research and information transfer, assisted housing and export trade promotion. CMHC's mandate provides the basis for four corporate objectives that focus and guide all of CMHC's activities. CMHC's four corporate objectives are: A. Improve Housing Choice and Affordability for Canadians; B. Improve Housing and Living Conditions for Canadians; C. Support Market Competitiveness, Job-Creation, and Housing Sector Well-Being; and D. Be a Progressive and Responsive Organization.

#### Legislation

- Canada Mortgage and Housing Corporation Act
- Financial Administration Act
- National Housing Act

#### Organization

##### ♦ Audit and Evaluation Services

Performs comprehensive audits of functions, programs, systems and Federal/Provincial Agreements. In addition, conducts special audits involving non-profit and co-op sponsors, real estate fee managers and approved lenders. Periodically evaluates the continued relevance, success and cost-effectiveness of NHA

programs and on that basis, the President, with the Board of Directors, recommends to the Minister or Cabinet the reconfirmation, improvement and discontinuance of NHA programs.

##### ♦ Communications, Marketing and Export Development

This sector consists of Corporate Relations and Communications, Marketing, CMHC International and the Canadian Housing Information Centre (CHIC). It is responsible for developing and implementing national strategies for communications, marketing and export activities. It is also responsible for liaison activities between the Corporation and the Minister's Office. CHIC is Canada's largest most comprehensive housing library which serves the public and the housing industry. CMHC International works with the housing industry and Team Canada to develop and promote the export of Canadian housing products, services and expertise abroad.

##### ♦ Corporate Services

This sector is responsible for the business systems required to support many of the operational needs of the Corporation and its financial processes. It includes Finance, Administrative Services, Information Technology and Risk Management.

##### ♦ Human Resources Sector

This organization supports CMHC managers and employees in all aspects of human resources management, including operational and administrative assistance as well as strategy and policy development. It comprises the following groups: Human Resources Services and Strategic Consulting, Policy and Organizational Development, Compensation, Pension and Benefits, Leadership Development, Employee Relations and management of the Pension Fund.

##### ♦ Insurance and Securitization Sector

This sector consists of Insurance Products and Services Division, Insurance Risk and Actuarial Analysis Division, Insurance Servicing Division, Mortgage-Backed Securities Centre and Securitization Divisions. This sector is responsible for developing, maintaining and supporting policies, products and services in the area of mortgage insurance and mortgage securitization.

### ◆ Legal Services and Corporate Secretary

This sector consists of the Legal Services Division and the Corporate Secretariat function.

### ◆ Policy and Programs Sector

This Sector is comprised of the Strategic Policy and Planning Division, the Assisted Housing Division, the Research and Information Transfer Division and the Market Analysis Centre. Programs and activities managed from the sector include: the Residential Rehabilitation Assistance Program, the Emergency repair Program, Housing Adaptations for Seniors Independence, the Shelter Enhancement Program, Aboriginal Housing (Delivery), Loans Administration and the Canadian Centre for Public Private Partnerships in Housing. The sector's activities also include strategic planning, government liaison and policy development, in addition to being responsible for administration of the funds provided under Part IX of the National Housing Act with a mandate to undertake and support research on housing and living conditions, to undertake analysis of housing markets and to disseminate the results to consumers, industry, governments and others.

### ◆ Treasury

This group is responsible for CMHC's capital market borrowing activities as well as the investment activities of the mortgage insurance fund and mortgage-backed securities guarantee fund.

## Information Holdings

### Program Records

#### Appraisals

**Description:** Correspondence and information on appraisal support services for CMHC program operations. **Topics:** Monitoring and evaluation of projects, maximum unit prices, land values and land services costs, monitoring basic rates; mobile homes; rehabilitation procedures and costs. **Access:** Files arranged by project. **Program Record Number:** CMH IAA 175

#### Auditing Services

**Description:** Information on the Annual Statutory Audit contracted to the External Auditors. Information on the Special Examination carried out by the External Auditors at a frequency not greater than every five years. Information relating to internal audits conducted on corporate operations and joint federal/provincial audit conducted on shared federal/provincial programs.

**Topics:** External Audits; Special Examination Reports; and Internal Audits. **Access:** Files are arranged by subject area. **Program Record Number:** CMH OAD 352

#### Canada Home Renovation Plan (CHRP) (Program terminated)

**Description:** Information on the administration and monitoring of the Canada Home Renovation Plan.

**Topics:** Regulations; eligible areas, properties, property standards; financing and security; CMHC agents; applications and loan process; program interfaces; inspection requirements. **Access:** Individual loan case files. Program was terminated 12 July 1983. **Storage Medium:** EDP systems. **Program Record Number:** CMH PSO 095

#### CMHC Canada Mortgage Bonds Program

**Description:** Correspondence, documents, and information on the delivery, administration and monitoring of the CMB Program. **Topics:** Seller and Swap Counterparty approvals; avallment requests, guarantee notices and authorization agreements to issue Canada Mortgage Bonds; monthly Swap Counterparty reports; analytical reports; policies and procedures. **Access:** Records maintained by CMB issue and by Seller and Swap Counterparty. **Storage Medium:** Manual files and EDP system. **Program Record Number:** CMH IAA 110

#### CMHC Inspection Services

**Description:** CMHC internal inspections and external contracts (on a fee-for-service basis) to provide services such as housing inspections. **Topics:** Service to clients of CMHC programs; Canadian Home Insulation Program (CHIP); Home Warranty Program; Canadian General Standards Board; Canadian Standards Association; inspection training; technical bulletins; metric conversion; general engineering data on residential construction. **Access:** Files arranged by project. All MURB certificates have been transferred to the Department of National Revenue (Taxation). All files and applications have been retained at CMHC. CHIP Program was terminated December 31, 1986. **Program Record Number:** CMH IAA 350

#### Default Management

**Description:** Correspondence and information on the control of approved lenders' and CMHC direct-insured loans in arrears. **Topics:** Interventions to salvage projects in financial difficulty; approved lenders' arrears reports; correspondence with approved lenders and CMHC regional business centres; monthly statistical arrears reports; transcript of accounts for centralized CMHC direct-insured loans. **Access:** Arrears reports arranged chronologically by lender. **Storage Medium:** Individual



loan files are partly on EDP; transcript of accounts are on microfilm. **Program Record Number:** CMH IAA 120

### Demonstration Projects

**Description:** Information on specific projects undertaken to test the feasibility and cost of particular new and alternative housing designs and concepts. **Topics:** Submissions and briefs; feasibility studies; planning and design; agreements; details of projects; selection of consultants; contracts. **Access:** By project or activity. **Program Record Number:** CMH PDR 235

### Emergency Repair Program

**Description:** Information on the program which provides funds to clients living in housing that has serious health and safety hazards. **Topics:** Funding; repairs; native status; location. **Access:** By province and by individual files. **Program Record Number:** CMH PSO 051

### Energy Conservation (Program terminated)

**Description:** Information and correspondence on CMHC programs prior to October 28, 1980, to assist home-owners in upgrading the insulation of older homes. **Topics:** Home Insulation Program (HIP), Canadian Home Insulation Program (CHIP), National Energy Program. **Access:** Files arranged by province. HIP was terminated December 31, 1981 and CHIP was terminated December 31, 1986. **Program Record Number:** CMH IAA 340

### External Research

**Description:** Information and correspondence on grants in support of research on priority areas in the social, economic, legislative, environmental, physical or administrative aspects of housing. **Topics:** Program enquiries, administration, mailing lists and advertising; selection committee; program policies and planning. **Access:** Files arranged by activity. **Program Record Number:** CMH PDR 185

### Federal-Provincial Housing

**Description:** Information on federal-provincial interdepartmental agreements, and other intergovernmental contractual agreements; information on the costs of public and social housing projects shared by federal-provincial partnership and provincially leased. **Topics:** Federal-provincial public housing agreements; rural and native housing agreements; miscellaneous agreements under various sections of the National Housing Act; interdepartmental agreements; management of projects; inspections; rental scale study; rent supplement program; CMHC subsidies; individual public housing projects. **Access:** Files arranged by province, municipality and project. **Program Record Number:** CMH PSO 050

### Grant Assistance (program terminated)

**Description:** Information on grant assistance under the Canadian Home-ownership Stimulation Plan and the Canada Mortgage Renewal Plan. **Topics:** Applications; grant assistance; termination of assistance; statement of accounts; program statistical and analytical reports; applicant files, including the certification by the lender and the application. **Access:** Grant case files arranged by individual. Programs terminated December 31, 1983. **Program Record Number:** CMH IAA 140

### Home Improvement Loan Insurance Fund (program terminated)

**Description:** Administration of the Home Improvement Loans Fund. **Topics:** Lenders' reports of outstanding loans; bad debt collection reports; ledger cards (bad debts); contingent liability register. **Access:** By lender and borrower. Program terminated in 1986. **Program Record Number:** CMH IAA 130

### Housing Advisory Documents

**Description:** Information on research and development of community and building standards and guidelines. **Topics:** Site planning; noise; grading and landscaping; insulation; internal space in dwellings; condensation, ventilation, vapour barriers and air quality; air barriers; windows, doors, walls and floors; moveable insulating devices; mobile homes; nursing homes; septic tanks; radon gas; wood foundations; fire ratings; wood framing techniques; shell housing; log houses; density of housing; leisure facilities; parking; facilities for disabled and elderly; housing access; home security. **Access:** By subject. **Program Record Number:** CMH PDR 195

### Housing Design

**Description:** Information on standards, guidelines, graphics, and presentations. **Topics:** Site planning; federal-provincial housing plans; audio-visuals on landscape; design for emergency accommodation; care facilities for the elderly. **Access:** Files arranged by project. **Program Record Number:** CMH IAA 165

### Housing Survey Data

**Description:** Data acquired through regular Corporation surveys or from Statistics Canada reports. **Topics:** Conventional lending, housing starts and completions; market absorption; apartment vacancies and rents; census and ad hoc survey information. **Access:** Files arranged by geographic location and survey. **Storage Medium:** EDP systems. **Program Record Number:** CMH PDR 230



### Housing Technology

**Description:** Information on technical and engineering services necessary to meet the current program delivery needs and objectives. **Topics:** Technical builders' bulletins; CMHC-prescribed standards of construction; Residential Rehabilitation Assistance Program monitoring. **Program Record Number:** CMH IAA 170

### Housing Technology Incentives (Program terminated)

**Description:** Information and correspondence on grants to inventors and others to help pay for developing and testing innovative housing ideas and products. **Topics:** Program enquiries; policies, planning and administration; mailing lists and advertising; consultations; selection committee. **Access:** Files arranged by activity. Program terminated October 1995. **Program Record Number:** CMH PDR 200

### Interest Deferral (Program terminated)

**Description:** Information on the application for and approval of assistance for mortgage renewal by interest deferral. **Topics:** Applications; approvals; deferral arrangements; statements of account; termination of assistance; arrears reporting; retroactivity; applicant files, including certification by lender and application forms. **Access:** Files arranged by individual, certification number and Canada Mortgage Renewal Plan (CMRP) number. Program terminated December 31, 1983. **Program Record Number:** CMH IAA 135

### International Housing Organizations

**Description:** International agreements and correspondence on bilateral and multilateral housing issues. **Topics:** International governmental and non-governmental organizations; special international projects. **Access:** Files arranged by international organization and country. **Program Record Number:** CMH PDR 310

### Land (Programs terminated)

**Description:** Information on loans provided to municipalities and provincial agencies for the acquisition, planning and servicing of land. This Program terminated on December 31, 1978. Information on CMHC planning, developing or redeveloping its lands that are under-utilized or surplus to its needs as well as lands owned in partnership with municipalities and provincial agencies on a cost-sharing basis to provide land for market and affordable housing. Information on CMHC offering its land development expertise on a fee and cost recovery basis to other Federal departments and agencies with the objective of developing/disposing of lands within the Federal guideline of maximizing returns. This program terminated on April 21, 1998. **Topics:**

CMHC-owned lands; federal-provincial land projects; redevelopment of veterans housing; managed land disposal and affordable housing. **Access:** Files arranged by project, province and municipality. **Program Record Number:** CMH IAA 085

### Market Analysis (MAC)

**Description:** Information reports and analysis on local, provincial and national housing markets. **Topics:** Mortgage market; renovation market; national housing outlook, interest rate forecasts, housing markets by Census Metropolitan Area (CMA), economic forecasts. **Access:** Files arranged by geographical area. **Program Record Number:** CMH PDR 101

### Mortgage Administration

**Description:** Policy and correspondence on administration, monitoring and evaluation of loan activity under the National Housing Act. **Topics:** Mortgage documents; taxes; loan advances; statement of accounts; loan amortization and repayment; assistance reviews; rental reviews; mortgage renewals; mortgage sales; non-amortization of accounts; re-amortization of accounts; discharges; partial discharges; easements. **Access:** Files arranged by loan case file. **Program Record Number:** CMH IAA 115

### Mortgage Rate Protection Program

**Description:** Documentation for administration of Mortgage Rate Protection Program (MRPP). **Topics:** Lender certification, claims application; benefit payment record; statistical and analytical reports. **Access:** The files are arranged by individual, lender certification number and MRPP number. **Program Record Number:** CMH IAA 160

### Municipal Incentive Grants (Program terminated)

**Description:** Information on the encouragement of municipalities to develop land for modest-size, medium density housing units. **Topics:** Policy, procedures and enquiries; individual municipalities' requests for payments. **Access:** Statistical information arranged by province and municipality. This program was terminated December 31, 1978. **Program Record Number:** CMH IAA 080

### Municipal Infrastructure (Program terminated)

**Description:** Information on loans and grants provided to municipal authorities for water and sewage treatment systems and related studies. **Topics:** Individual loan and grant applications; federal-provincial joint committees; program monitoring; regional sewerage and water plan studies. **Access:** Statistical information arranged by province and municipality. This program was terminated in April 1980. **Program Record Number:** CMH IAA 075

### Neighbourhood Improvement Program (NIP) and Residential Rehabilitation Assistance Program (RRAP)

**Description:** Information on the administration and delivery of the Neighbourhood Improvement and Residential Rehabilitation programs. **Topics:** Inter-program impact; program development; property inventory; training seminars; rehabilitation standards; conversion studies; and renovations for the disabled.

**Access:** Neighbourhood Improvement Program information is arranged by municipality and neighbourhood; Residential Rehabilitation Assistance Program, by individual case loan. NIP was terminated December 31, 1984 and the rental component of RRAP was terminated July 1989. Homeowner RRAP and RRAP for the Disabled were terminated December 31, 1993. However, both Programs were reinstated in February 1994 for a two-year period. Rental and Rooming House RRAP was reintroduced for 1994/95. In December 1995, a further extension to March 31, 1997 was granted for all RRAP lines. In January 1998, a further extension to March 31, 2003 was granted for all RRAP lines. In December 1999 RRAP conversion was introduced. **Storage Medium:** EDP Systems. **Program Record Number:** CMH PSO 090

### NHA Mortgage Insurance Claims

**Description:** Information on insurance claims and documentation of individual claims against the Mortgage Insurance Fund. **Topics:** Individual insurance claim files; claim form; title documents, and other supporting documents such as transcript of mortgage account, copies of invoices, etc. **Access:** Files are arranged by docket. **Program Record Number:** CMH IAA 115

### NHA Mortgage-Backed Securities

**Description:** Correspondence, documents, and information on the delivery, administration and monitoring of the MBS program. **Topics:** Issuer approvals; applications and approvals to issue mortgage-backed securities; monthly accounting reports; analytical reports; policies and procedures. **Access:** Records maintained by MBS pool and by Issuer. **Storage Medium:** Manual files and EDP system. **Program Record Number:** CMH IAA 107

### Non-Profit and Co-operative Housing

**Description:** Information on provincial, municipal and private non-profit corporations and Indian Bands operating rental housing projects for persons of low and moderate income, and co-operatives providing housing for their low- and moderate-income members. Family Violence Initiatives: a) Project Haven – forgivable loans to community based non-profit groups and Indian Bands for projects providing emergency shelter to victims of family violence and their children. Program

ended March 31, 1992. b) Next Step – forgivable loans to community-based non profit groups and Indian Bands for projects offering second-stage housing for victims of family violence when they leave emergency shelters. (Program ended March 31, 1995) c) Shelter Enhancement – additional component to rehabilitate existing shelters to meet health and safety standards while permitting the construction of emergency and for second-stage housing. **Topics:** Federal-provincial agreements; subsidy assistance; monitoring and advertising; rental scales; charter approval; unit sales, sales tax rebates and exemptions; annual reporting; construction management and rehabilitation; housing acquisition techniques; insured loans as well as insured loans refinanced under NHA Section 15.1; land lease; rural and urban native housing; proposal development funding; CROP. **Access:** Loan files arranged by province and locality as well as by loan files. The Federal Cooperative Housing Program was terminated 31 December 1991 and the Non-Profit Program was terminated Off-Reserve December 31, 1993. **Storage Medium:** Insured loans on microfilm. **Program Record Number:** CMH PSO 055

### Program Evaluation

**Description:** Information relating to program evaluations of CMHC housing programs. **Topics:** Market housing programs including the Mortgage Loan Insurance Program; Social Housing programs including Non-Profit and Federal Co-operative Housing Programs, Public Housing Programs, Rent Supplement Program, On-Reserve Housing Program, Rural and Native Housing Program (RNH) and Residential Rehabilitation Assistance Program (RRAP). **Access:** Arranged by subject area. **Program Record Number:** CMH PDR 225

### Programs Delivery

**Description:** CMHC's participation, from October 1980 to March 1986, with the Department of Energy, Mines and Resources in the delivery of federal assistance to upgrade the insulation of older homes. **Topics:** Administration and contractual arrangement with the Department of Energy, Mines and Resources; budget and program forecasts; activity reports. **Program Record Number:** CMH IAA 345

### Rehabilitation Skills Training Centre (RSTC) (Program terminated)

**Description:** Program terminated December 31, 1984. Course material is used for the training of RRAP Delivery Agents with courses delivered through Community Colleges. **Topics:** The RSTC provides technical skills training to inspectors, and covers topics such as inspection process, specification writing and cost estimating. **Access:** By subject. **Program Record Number:** CMH PSO 100



### Research and Development Projects and Activities

**Description:** Information on research and development projects, activities and plans, and the distribution of resulting information. **Topics:** Housing needs, supply and assistance; housing finance, mortgage and capital markets; rental housing, special needs, housing quality and technology, international housing issues, sustainable development, exchange of housing information and data acquisition with consumers, agencies and industries; research and activity plans and support. **Access:** By subject area and/or contractor. **Program Record Number:** CMH PDR 180

### RNH Training Funds Program

**Description:** Studies and training in support of Rural and Native Housing (RNH) programs, funding continues since 1994, the use of these funds for Aboriginal Housing Liaison Committees and capacity development funding for on-reserve housing. **Topics:** Rural and Native Housing Task Force; native housing policy proposals; non-status Indian construction companies; information about sustaining grants; Rural and Native Housing Secondment Program, and training plans. **Access:** Files arranged by province. **Program Record Number:** CMH PSO 060

### Rural and Native Demonstration Program

**Description:** This program involved the delivery of approximately 500 demonstration housing units. **Topics:** Correspondence; executed contracts; tender documentation and general information about the program's objectives and approval process. **Access:** **Retrievable by project or activity.** **Program terminated in 1990.** **Program Record Number:** CMH PSO 236

### Rural and Native Housing Program

**Description:** The program subsidizes housing on a home ownership, lease-to-purchase or rental basis for households in rural and remote areas with population under 2500. **Topics:** Consultation with provincial/territorial authorities and native associations to identify rural and remote communities with housing needs. **Access:** Files arranged by province. Program terminated December 31, 1993. **Program Record Number:** CMH PSO 065

### Scholarship and Awards Programs

**Description:** Information and correspondence on the provision of graduate scholarships in support of advanced education in housing and community planning or awards in housing-related areas. **Topics:** Applications; advertising; awards committee; program planning. **Access:** Files arranged by activity. This program was terminated in March 1995. **Program Record Number:** CMH PDR 190

### Underwriting

**Description:** Correspondence and documents on the analysis, monitoring and evaluation of loans, mortgages and guarantees. **Topics:** Simplification of mortgage forms; claims risks and forecasts; underwriting policies and procedures; loan regulations; mortgage loan underwriting training; new developments in the mortgage insurance market; loan acquisition review; various types of mortgages. **Access:** Files arranged by loan case file. **Storage Medium:** EDP system. **Program Record Number:** CMH IAA 105

\*Those records that, in the opinion of the National Archivist, are of historic or archival importance shall be transferred to the care and control of the National Archives in accordance with such schedules or other agreements for the transfer of records as may be agreed on between the Archivist and CMHC.

## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

### Accounts and Accounting

#### Acts and Legislation

#### Administration

#### Administration and Management Services

#### Budgets

#### Buildings

#### Buildings and Properties

#### Classification of Positions

#### Co-operation and Liaison

#### Employment and Staffing

#### Equipment and Supplies

#### Finance

#### Furniture and Furnishings

#### Human Resources

#### Lands

#### Occupational Health, Safety and Welfare

#### Office Appliances

#### Official Languages

#### Pensions and Insurance

#### Personnel

#### Procurement

#### Salaries and Wages

#### Staff Relations

#### Training and Development

#### Utilities

#### Vehicles



## Personal Information Banks

### Access to Information and Privacy Requests

**Description:** This bank contains the Access to Information and Privacy request files, the replies to such requests, and information related to their processing.

**Class of Individuals:** Individuals requesting access to records under the Access to Information Act and the Privacy Act. **Purpose:** The purpose of this bank is to process access requests only. **Retention and Disposal Standards:** Records are retained for three years following closure of the files. **Related to PR#:**

CMH CRS 901 **TBS Registration:** 001931 **Bank Number:** CMH PPU 100

### Board of Directors

**Description:** The bank contains correspondence relating to recommended nominees, the Order-in-Council appointing the member, a brief biography, statement of qualifications, statement of acceptances, oath of fidelity and secrecy and statement of conflict of interest. **Class of Individuals:** Candidates for appointment and appointees to the CMHC Board of Directors. **Purpose:**

The purpose of the bank is to assist in the appointment of individuals as directors of CMHC and to record information regarding their services as directors, including declarations on conflict of interest. **Consistent Uses:** The information in this bank is used for reporting required for Treasury Board Secretariat and the Privy Council Office. **Retention and Disposal Standards:** Records are retained for two years after a director ceases to hold office. **Related to PR#:** CMH CRS 903 **TBS**

**Registration:** 001930 **Bank Number:** CMH PPU 095

### Canada Mortgage and Housing Corporation Directed Research

**Description:** This bank maintains data on candidates suitable for consideration to conduct CMHC-directed research in housing. The bank contains the following types of information: curricula vitae, references, letters of evaluation, review and evaluation comments. **Class of Individuals:** Professionals, consultant firms and individuals, research and technical firms. **Purpose:**

The purpose of this bank is to maintain an inventory of individuals capable of undertaking housing research. **Consistent Uses:** The information contained in this bank is used to support the competitive selection process in awarding research contracts and to maintain statistics relating to research and development activity. **Retention and Disposal Standards:** Records are retained indefinitely and updated regularly. **Related to PR#:** CMH PDR 180 **TBS Registration:** 001928

**Bank Number:** CMH PPU 080

### Claims and Action By or Against CMHC

**Description:** This bank is established to record mandates to external legal counsel, legal opinions, decisions, information and judgements concerning claims by or against the Corporation. **Class of**

**Individuals:** Legal counsel and individuals involved in legal actions. **Purpose:** The purpose of this bank is to effect satisfactory settlement of claims against or by CMHC or to present CMHC's case before the courts. **Consistent Uses:** The information contained in this bank is used to report to CMHC's Board of Directors, to auditors and to the minister responsible for CMHC. **Retention and Disposal Standards:** Records are retained for 10 years following the closure of the files, then transferred to a commercial off-site storage facility. **Related to PR#:** CMH CRS 903 **TBS Registration:** 001927 **Bank Number:** CMH PPU 075

### Goods, Services (Including Consultant Services) and Construction Contracts

**Description:** The bank contains a complete record of all matters relating to the initiation and administration of each contract including payment details. Data contained in the bank includes RFP, Tender and RFQ documents used to request Goods, Services and Construction Contracts, along with the resulting contracts and correspondence. **Class of Individuals:** Goods, Services (Including Consultant Services) and Construction contractors. **Purpose:** The purpose of this bank is to retain information on contractors, entrepreneurs, consultants and suppliers, as well as on the services they provide or products they supply or produce. **Retention and Disposal Standards:** Records are destroyed seven years after the contract expires, the lease is terminated or the premises are vacated. **TBS Registration:** 001926 **Bank Number:** CMH PPU 070

### External Research

**Description:** This bank was created for administering the review of applications for funding under Part IX of the National Housing Act (NHA) and for the administration of funds to those approved for external research grants in areas related to housing policies and programs. It contains curricula vitae; research or work proposals; references; letters of evaluation and the review committee members' comments on each proposal, grant agreements and project reports. **Class of Individuals:** Persons interested in undertaking independent research on housing and related topics. **Purpose:** The purpose of this bank is to determine recipients of grants from applicants seeking financial support for independent research undertakings. **Consistent Uses:** The information contained in this bank is used to announce grant recipients, administer grant agreements, and maintain statistics on program activities and applicants.

The information may also be used in connection with appointments to the Selection Committee. **Retention and Disposal Standards:** Files are retained for six years after cessation of the project. **Related to PR#:** CMH PDR 185 **TBS Registration:** 001934 **Bank Number:** CMH PPU 115

#### Federal Housing Action Program System (FHAP)

**Description:** This bank maintains information on the current status of the Assisted Rental Program (ARP) accounts. **Class of Individuals:** Borrowers eligible to receive assistance under the ARP. **Purpose:** The purpose of this bank is to administer the ARP and to produce automated monthly cheques for eligible borrowers. **Consistent Uses:** The information is used to provide analysis and statistical reports. **Retention and Disposal Standards:** Direct loans files are retained for two years; multiples, rentals and condominium projects are retained for five years following full payment of mortgage. **Related to PR#:** CMH CRS 914 **TBS Registration:** 001914 **Bank Number:** CMH PPU 010

#### Home Improvement Loans Files

**Description:** The bank contains personal and financial characteristics pertinent to the obtaining of loans and to collection action. **Class of Individuals:** Applicants for home improvement loans. **Purpose:** The purpose of this bank is to create and maintain individual files on home improvement loan borrowers who have obtained loans from any designated accredited lending agency under the NHA for purposes of improving their housing units. **Consistent Uses:** The information in this bank is used for the issuance of the quarterly arrears report. **Retention and Disposal Standards:** Records are retained for two years following maturity or other termination of the loan; if the loan is secured by a promissory note, the file is retained for eight years. The quarterly arrears report is destroyed two years after the date of the report. Program terminated in 1986. **Related to PR#:** CMH IAA 130 **TBS Registration:** 001921 **Bank Number:** CMH PPU 045

#### Housing Policy and Research Information Distribution

**Description:** This bank is comprised of mailing lists containing the names and addresses of individuals and firms interested in obtaining acquisition lists and information on CMHC research publications. **Class of Individuals:** The information in the bank relates to persons, firms and agencies interested in long-term research and in CMHC research and development activities. **Purpose:** The information was obtained to mail information on library acquisitions and research publications to interested parties. **Retention and Disposal Standards:** Individual names are deleted

upon request. These files are retained for two years. **TBS Registration:** 003683 **Bank Number:** CMH PPU 085

#### Housing Rehabilitation and Renovation

**Description:** The bank contains data on each applicant and property for NHA loans and grants for residential rehabilitation and renovation under the Residential Rehabilitation Assistance Program (RRAP), the Canada Home Renovation Plan (CHRP), the Rural and Native Housing Emergency Repair Program (ERP); the Home Adaptation for Seniors Independence (HASI) Program. HASI was a 2- year program which terminated on March 31, 1994 but then was re-introduced in April 1996 until March 31, 1997 with an additional renewal in 1998 until March 31, 2003; Remote Housing Program (1994, April 1996 and March 1997); and "les maisons lézardées" to end March 31, 1997. **Class of Individuals:** Recipients of housing rehabilitation assistance. **Purpose:** The purpose of this bank is to assess applicants' eligibility and financial capability, and to administer loans and grants. **Consistent Uses:** The information in this bank is used for analytical and reporting purposes and to investigate cases of suspected fraud. **Retention and Disposal Standards:** Home-ownership — Documents received from local offices are retained on a microformat at the National Office for two years following the term of the loan. In the local office, all loan documentation is retained for a period of six months following the issuance of a Certificate of Insurance, (not applicable for RRAP and ERP) and then transferred to a commercial off-site storage facility for a period of seven years. HASI files are retained for 5 years after completion of project. **Related to PR#:** CMH IAA 345 **TBS Registration:** 001919 **Bank Number:** CMH PPU 035

#### Housing Surveys – List of Contacts

**Description:** This bank contains a list of contact persons, the contact's address, and telephone number. **Class of Individuals:** Contact persons who can provide responses to the surveys. **Purpose:** The list of contact persons is used to obtain structure data in order to monitor new constructions and housing market activity. **Retention and Disposal Standards:** The records are retained until superseded by the records of a new contact person. **TBS Registration:** 003136 **Bank Number:** CMH PPU 130

#### Housing Technology Incentives Program (Program terminated 1995)

**Description:** This bank was used to review applications for funding under the Housing Technology Incentives Program and to administer the funds to those approved. It contains: names, addresses, details



of the proposals, grant agreements, requests for payments and project reports. **Class of Individuals:** Inventors and product developers, firms and individuals.

**Purpose:** The purpose of this bank was to determine recipients of Housing Technology Incentives grants and to administer the grants. **Consistent Uses:** The information contained in the bank was used to announce grant recipients, administer agreements and maintain statistics on program activities. **Retention and Disposal Standards:** Records are destroyed five years after their submission to CMHC. **Related to PR#:** CMH PDR 200 **TBS Registration:** 001929 **Bank Number:** CMH PPU 090

#### Investigative Bodies

**Description:** This bank contains "Requests for Disclosure to Investigative Bodies" of CMHC case files (loans, grants, etc.) by federal/provincial investigative bodies covered by federal/provincial agreements under the Privacy Act. **Class of Individuals:** Individuals named by investigative bodies. **Purpose:** The purpose of this bank is to assist in investigations by investigative bodies named in federal/provincial agreements under the Privacy Act. **Retention and Disposal Standards:** Records are retained for five years following the request. **TBS Registration:** 001933 **Bank Number:** CMH PPU 110

#### Investors Settlement System (ISS)

**Description:** The bank contains information, such as the administration fee code and investor name and code, to support remittances to investors for sold mortgages administered by CMHC. **Class of Individuals:** Investors for sold mortgages administered by CMHC. **Purpose:** The purpose of this bank is to provide a business system which supports remittances to investors for sold mortgages administered by CMHC. **Retention and Disposal Standards:** Records are retained for five years after settlement. **Related to PR#:** CMH CRS 914 **TBS Registration:** 001916 **Bank Number:** CMH PPU 020

#### Lawyers and Notaries Appointed Agents of CMHC

**Description:** This bank contains information on lawyers and notaries appointed by the government as agents of CMHC. **Class of Individuals:** Lawyers and notaries appointed to act as legal agents for CMHC. **Purpose:** The purpose of this bank is for internal accounting and monitoring of activity. **Consistent Uses:** The information contained in this bank is used for reports to the minister responsible for CMHC. **Retention and Disposal Standards:** Records are retained for seven years after appointment is terminated. **Related to PR#:** CMH CRS 903 **TBS Registration:** 001925 **Bank Number:** CMH PPU 065

#### List of Landlords

**Description:** This bank contains the names and addresses of landlords from whom CMHC leases property, descriptions of the property and the amount of the rental. **Class of Individuals:** Entrepreneurs who rent property to CMHC. **Purpose:** The purpose of this bank is to establish a list of persons from whom the Corporation leases property/accommodation. **Retention and Disposal Standards:** Files are retained for seven years after termination of lease and then destroyed. **TBS Registration:** 001924 **Bank Number:** CMH PPU 060

#### List of Potential Purchasers of Housing Projects

**Description:** This bank contains a record of information on individuals and companies interested in purchasing projects owned by CMHC. The data includes general mailing information and the necessary information in determining if an individual or company would be interested in a property that CMHC is proposing to sell (i.e. location and size of project). **Class of Individuals:** Individuals and companies submitting proposals for the purchase of real estate owned by CMHC and those showing an interest. **Purpose:** The purpose of this bank is to provide a source of interested buyers for housing projects owned by CMHC. **Retention and Disposal Standards:** The records of potential investors are retained until they wish no further correspondence from CMHC. **Related to PR#:** CMH CRS 905, 906, 907 **TBS Registration:** 001922 **Bank Number:** CMH PPU 050

#### Mortgage Rate Protection Plan

**Description:** This bank contains information on individuals applying for assistance under the Mortgage Rate Protection Plan (MRPP). **Class of Individuals:** Individuals holding a mortgage under the plan. **Purpose:** The purpose of this file is to administer MRPP loans. **Retention and Disposal Standards:** Records are retained for two years after the expiration of the contract. **Related to PR#:** CMH IAA 115 **TBS Registration:** 001932 **Bank Number:** CMH PPU 105

#### National Housing Act (NHA) Insured Loans Files

**Description:** This bank is comprised of all loans made since 1961 under sections 8.1 (formerly 6), 57 (formerly 34.15), 15.1 (formerly 58) and 98 (formerly 59) of the NHA. Records include details on applicants, income, age, family composition, loan and property characteristics. Records also include information obtained through the process involved in the payment of a claim received due to a defaulting borrower such as financial information, legal documentation, income verification, credit reports, and verification of down payment. **Class of Individuals:** Applicants for NHA insured loans and defaulting borrowers. **Purpose:** The purpose of this bank is to document both the



underwriting and claims payment processes.

**Consistent Uses:** The bank is used for statistical purposes, for program evaluation, audit trails, and to investigate cases of suspected fraud. **Retention and Disposal Standards:** Home-ownership: In the local office, all loan documentation is retained for a period of six months following the issuance of a Certificate of Insurance and then transferred to a commercial off-site storage facility for a period of seven years. Multiples, rentals and condominium projects: In the regional Business Centres, all loan documentation is retained for a period of six months following the issuance of a Certificate of Insurance and then transferred to to a commercial off-site storage facility for a period of 15 years. Any claims received/paid containing a judgment are indefinitely. Documents received from local offices and regional Business Centres are retained on a microformat at the National Office for two years following the life of the mortgage. Information is also maintained on an EDP system. **Related to PR#:** CMH IAA 115 **TBS Registration:** 001920 **Bank Number:** CMH PPU 040

#### National Housing Act (NHA) Mortgage Assistance

**Description:** The Canadian Home-ownership Stimulation Plan (CHOSP) and the Canada Mortgage Renewal Plan (CMRP) files contain personal information provided by applicants on their financial and loan details, personal income, etc. These programs were terminated December 31, 1983. **Class of Individuals:** Home-owner applicants for CHOSP and CMRP.

**Purpose:** The purpose of this bank is to determine eligibility for grant assistance and to administer CHOSP and CMRP programs. **Consistent Uses:** Information contained in this bank is used for analytical, reporting and research purposes. **Retention and Disposal Standards:** CMRP and CHOSP files are kept for 10 years after programs are terminated. **Related to PR#:** CMH IAA 140 **TBS Registration:** 001917 **Bank Number:** CMH PPU 025

#### National Housing Act (NHA) Mortgage Loan Administration Files

**Description:** The NHA loan files include information such as employment, salary, dependents, financial statements, management capabilities, and copies of correspondence relating to the repayment and ongoing administration of the mortgage loan. **Class of Individuals:** Individual borrowers under the NHA. **Purpose:** The purpose of this bank is to determine eligibility and administer loans. **Retention and Disposal Standards:** Records are retained for two years after the loan is terminated. **Related to PR#:** CMH IAA 115 **TBS Registration:** 001915 **Bank Number:** CMH PPU 015

#### NHA Mortgage Backed Securities Program

**Description:** Information on individual investors maintained by a central payer and transfer agent (CPTA) on behalf of the program and under contract to CMHC. **Class of Individuals:** Investors (institutional and retail, i.e. individuals) who own an NHA Mortgage-Backed Security. **Purpose:** The purpose is to record ownership of MBS certificates, permit payment to investors, allow dissemination of information to investors. **Retention and Disposal Standards:** Records will be retained for a period of 7 years following payout of certificate or completion of all administrative action. **TBS Registration:** 003696 **Bank Number:** CMH PPU 125

#### Rural and Native Housing Program/ Client Information

**Description:** The bank is used to maintain files on homeowner clients of CMHC's Rural and Native Housing Program. It contains personal and financial information, including client characteristics, and repayment patterns. **Class of Individuals:** Native and rural residents requiring housing assistance. **Purpose:** The purpose of this bank is to monitor and administer the program and its delivery. **Consistent Uses:** The information in this bank is used for statistical and accounting purposes and to monitor demographic changes. It is also used to investigate cases of suspected fraud. **Retention and Disposal Standards:** Direct loan files are retained for two years; multiples, rentals and condominium projects are retained for five years following full payment of mortgage. **Related to PR#:** CMH PSO 060 **TBS Registration:** 001918 **Bank Number:** CMH PPU 030

#### Scholarship Program and Awards Programs

**Description:** This bank was created for the administration and review of applications under Part IX of the National Housing Act (NHA) for university scholarships or awards in housing-related areas. It contains the following: curricula vitae, research or work proposals, references, letters of evaluation, and the review committee members' comments on each proposal. Social insurance numbers are collected pursuant to the Income Tax Act. **Class of Individuals:** Individuals interested in pursuing graduate or postgraduate education in housing. **Purpose:** The purpose of this bank was to maintain an inventory of applicants seeking a scholarship award for graduate or postgraduate study or a CMHC housing award. **Consistent Uses:** The information in this bank was used to announce award winners, administer scholarship payments and maintain statistics on program activities and applicants. **Retention and Disposal Standards:** Records are retained for six years after cessation of the term of the projects.

Program was terminated in March 1995. **Related to PR#:** CMH PDR 190 **TBS Registration:** 001923 **Bank Number:** CMH PPU 055

### Tenant Information from Projects Subsidized by CMHC

**Description:** This bank was created for tenant information collected by CMHC in the limited situations where it is necessary to collect personal information on tenants residing in federally subsidized housing to audit, investigate or for statistical purposes by CMHC. This information consists of any record related to tenant income collected by the project. **Class of Individuals:** Individuals who are tenants in projects receiving subsidies from CMHC. **Purpose:** This information is used to determine and verify tenant income for the purpose of allocating subsidies either to the tenant or the project and investigate misuses of subsidies or fraud. **Consistent Uses:** The information is used for statistical, audit and investigative purposes. **Retention and Disposal Standards:** The records are kept for seven years. **TBS Registration:** 003296 **Bank Number:** CMH PPU 135

## Classes of Personal Information

### Program Evaluation

This class of personal information contains data collected specifically for CMHC program evaluation studies. The data are used to support program evaluation, policy analysis and program development. Included in this bank are data related to client surveys, dwelling surveys, industry surveys and data collected to measure the impact of programs. This bank is located at CMHC national office. Routine files are destroyed two years following completion of the evaluation. Files are retrievable by program evaluation study.

## Manuals

- Administration Guide – Application Processing for Home Ownership Mortgage Loan Insurance
- Administrative Guide: Default Management and Claims
- All about Housing: Information Products Catalogue (NHA 6827)
- Becoming an Approved Lender
- CMHC Housing Awards: Guidelines and Application
- CMHC Homeowner Mortgage Insurance Tool Kit
- CMHC Canada Mortgage Bonds Information Kit
- CMHC Canada Mortgage Bonds Program Guide
- CMHC Mortgage Loan Insurance Handbook
- CMHC Portfolio Insurance Interim Product Guide
- CMHC's Approach to Mortgage Loan Underwriting for Multiple Unit Projects
- Compendium of Research
- Computer Centre Users' Guide
- Corporate Management Structure
- Counselling Handbook — Home-ownership
- Current Housing Research
- Electronic Portfolio Insurance – Approved Lender's Guide
- Emili Quick Reference Card 6987E
- Experts in Residence Program – Guidelines and Application
- External Research Program Guidelines
- Funding, Investing and Risk Management Policies
- Guidelines and Procedures Manual (30 volumes)
- Helping to Create Opportunities: Emili Mortgage Loan Insurance made easy Automated Approval Lender's Handbook (June 1, 1999); Emili Residential Underwriting.
- Home Ownership Loans – Borrower Eligibility
- Homebuying Step by Step
- Homeowner Mortgage Loan Insurance – Marketing Kit
- Instrument of Delegation of Financial Signing Authorities
- Management Information Services Practices
- Mortgage Loan Insurance Welcome Home
- NHA Mortgage-Backed Securities – Information Kit for Issuers (NHA 6707)
- NHA Mortgage-Backed Securities Program Guide (available on CMHC's web-site)
- Pension Fund Handbook
- Pension Fund Operations Manual
- Pocket Guide
- Portfolio Management Training Manual for Mortgage Administration
- Professional Standards
- Quick Reference Guide for Approved Lenders – Fax on Demand
- Rental Mortgage Insurance – Standing the Test of Time
- Residential Rehabilitation Assistance Program (RRAP)
- Rural and Native Housing Program Handbook
- Security of Information Classification Guide
- Social Housing Forecasting Model User Handbook
- Subject Classification Guide
- Urban Native Housing Operating Manual (NHA 6676)
- Urban Native Property Management Manual (NHA 2010)
- Urban Native Tenant Counsellor's Guide (NHA 6886)

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For further information about the Corporation and its activities, programs and publications may be obtained from:

Canadian Housing Information Centre  
Canada Mortgage and Housing Corporation  
700 Montreal Road  
Ottawa, Ontario  
K1A 0P7

Tel: (613) 748-2367

Toll-Free: 1 (800) 668-2642

Fax: (613) 748-4069

E-Mail: [chic@cmhc-schl.gc.ca](mailto:chic@cmhc-schl.gc.ca)

## Reading Room

The CMHC library has been designated as a public reading room according to the Access to Information Act. The library's address is:

Canadian Housing Information Centre  
700 Montreal Road  
Ottawa, Ontario

Additional reading rooms are available at each Business Centre and Local Office.



# Canada-Newfoundland Offshore Petroleum Board

## Chapter 15

### General Information

### Background

The Canada-Newfoundland Offshore Petroleum Board was established in 1987 as a joint federal/provincial agency pursuant to the federal Canada-Newfoundland Atlantic Accord Implementation Act and by the provincial Canada-Newfoundland Atlantic Accord Implementation Act. These acts brought into law the principles established in a 1985 agreement between the federal government and the provincial government relating to offshore petroleum resources.

### Responsibilities

The Board manages the petroleum resources in the Newfoundland offshore area on behalf of the Government of Canada and the Government of Newfoundland and Labrador. Its authority is derived from the legislation implementing the 1985 Atlantic Accord between the two governments.

The Board has a duty to ensure that:

- management of offshore land rights takes place in an orderly way;
- assessments of the resource potential of the offshore area are completed on a timely basis;
- offshore exploration and production activities are conducted in a safe and environmentally responsible manner;
- exploitation of the resource is conducted in accordance with good oilfield practice to optimize recovery and avoid waste;
- operators' procurement decisions are consistent with their statutory obligations and agreements with governments to provide economic and social benefits to Canada, and in particular to Newfoundland; and
- it provides guidance to industry regarding regulatory requirements and encourages continuous improvement in practices that provide for worker safety and environmental protection.

### Legislation

- Canada-Newfoundland Atlantic Accord Implementation Newfoundland Act, R.S.N. 1990, c.C-2

- Canada-Newfoundland Atlantic Accord Implementation Act, S.C. 1987, c.3

### Organization

The Board consists of seven members who are appointed for fixed terms of office (The Board currently has six Board members). Three members are appointed by the federal government, three by the provincial government and the Chairman is appointed by both the federal and provincial governments. The Chairman also acts on a full-time basis as Chief Executive Officer.

#### ◆ Exploration Department

This Department is responsible for co-ordinating geophysical and geological program authorizations; monitoring and evaluating geological and geophysical programs and exploratory and delineation drilling; determining significant and commercial discovery areas; evaluating undiscovered resource potential of the Board's area of jurisdiction; providing recommendations on development plans and maintaining geological and geophysical databases and cuttings, cores and fluid samples.

#### ◆ Reservoir Engineering Department

This Department is responsible for oil and gas conservation; assessing discovered resources and productive capacities; administering regulations concerning exploitation schemes for depletion of oil and gas pools, reservoir data acquisition and production rate limitation; reviewing and providing recommendations on well evaluation programs, development plans for oil and gas fields, production accounting procedures and testing programs; maintaining the reservoir database; evaluating conservation and enhanced recovery projects; monitoring field performance; and conducting reservoir performance studies.

#### ◆ Operations and Safety Department

This Department is responsible for reviewing and providing recommendations regarding the approval of offshore petroleum exploration, development and production activities; reviewing operators' emergency response plans; monitoring offshore petroleum activities; conducting safety audits and inspections related to procedures, training and equipment; administering and making recommendations regarding the drafting of regulations, their standards and

guidelines; monitoring any conditions of approval; co-ordinating with other agencies as required; and providing status reports of offshore petroleum activities.

#### ◆ Environmental Affairs Department

This Department assesses environmental effects; administers and advises on environmental protection regulations and guidelines; establishes and monitors compliance with physical environment and effluent treatment requirements; co-ordinates with other environmental agencies; and reviews operators' environmental emergency contingency plans.

#### ◆ Industrial Benefits Department

This Department provides advice to the Board concerning the administration of the Canada-Newfoundland benefits plan provisions of the legislation, including provisions related to domestic procurement, employment, project management, research and development, education and training, and employment equity.

#### ◆ Legal and Land Department

This Department is responsible for providing legal and land advice and services to the Board. Land matters include the issuance of exploration rights through calls for bids; and the administration of exploration, significant discovery and production licenses.

#### ◆ Administration Department

This Department provides administrative, financial, human resource, and computer services to the Board.

#### ◆ The Executive Committee

The Executive Committee manages the day-to-day activities of the Board. It comprises the Chairman and all of the vice-chairmen.

administrative groups in planning for hardware/software acquisition. **Program Record Number:** CNP ADM 010

#### Board Management

**Description:** Information relating to the organization and operations of the Board, including correspondence with federal and provincial government departments; correspondence with oil and gas operators; records of Board, executive and management meetings; internal policies; memoranda of understanding; frontier lands regulatory framework; and other related general correspondence. **Program Record Number:** CNP EXE 005

#### Financial Services

**Description:** Information relating to financial administration, including budgeting, payroll, fee collection and remittance, audit matters and financial accounting and reporting systems. **Program Record Number:** CNP ADM 015

#### Corporate Files

**Description:** General information including annual reports, corporate brochures, etc. for oil and gas industry suppliers, contractors and consultants. **Program Record Number:** CNP CBD 035

#### Exploration and Reservoir Engineering

**Description:** Information relating to the results of geophysical and geological surveys and exploratory and development drilling, such as seismic, gravimetric, magnetic and geochemical surveys and well histories. This data includes well materials (cuttings, cores, and fluids) sampled during the drilling. Information relating to discovered oil and gas resource estimates; results of the well evaluation program, including core analysis, well logs, fluid analysis and well test data; conservation and enhanced recovery projects, reservoir performance and productive capacity. **Program Record Number:** CNP RED 080

#### Safety and Environment

**Description:** Information relating to development and production activities including: operating licenses; engineering research, feasibility studies or experimental projects; development applications for offshore petroleum projects; status of development or production operation activities; diving program approvals; production operation authorization; certificates of fitness; and letters of compliance. Information relating to exploration and development drilling activities including: Drilling Program Approvals, Authorities to Drill a Well, Final Well Reports (well history documents), and daily and weekly status of drilling operation activities. Information relating to the occupational health and safety of workers employed in

## Information Holdings

### Program Records

#### Administration

**Description:** Information relating to office management and administration, including human resources, employee benefits, furniture and equipment, leases and leasehold improvements, purchasing, insurance, travel, and library and central records services CNP ADM 025. Also includes information on the analysis, design, development, implementation and maintenance of software; and co-ordination between technical and

the exploration, production, conservation, processing or transportation of petroleum, including procedures, training requirements and safety equipment; operations, inspections and audits on MODUs and standby vessels; accident/incident reports, investigations and analysis; contingency plans arising as a result of exploration, development and production activities; safety committee meetings; and exercises and drills. Information relating to the protection of offshore operations from physical environmental risks, and to the protection of the environment from the effects of offshore oil and gas activities, including: offshore environmental assessments and reviews; environmental contingency planning; physical environmental data; environmental protection exercises; marine pollution incidents; and environmental research and development projects. **Program Record Number:** CNP EAD 075.

### Industrial Benefits

**Description:** Information relating to the review, approval and implementation of Canada-Newfoundland benefit plans submitted by oil and gas operators. **Program Record Number:** CNP CBD 030

### Legal Services and Land Management

**Description:** Information relating to the Board's corporate procedures, financial security required by the operators, legislation affecting the Board, contract documents, recommendations and advice respecting legal or policy matters, and the registration of documents relating to interests and instruments. Information relating to the issuance and administration of oil and gas exploration and production rights on offshore Newfoundland and Labrador, including the terms and conditions of exploration, significant discovery and production licences; registration of interests held and transferred; calls for nominations; calls for bids; security and bid deposits and allowable expenditure schedules; work expenditure reports; rental reports; and significant discovery declarations and areas. **Program Record Number:** CNP EXD 055

### Public Affairs

**Description:** Information relating to the Board's external communications including publications; media and public relations; and advertising, informational and educational programs and materials. **Program Record Number:** CNP PAD 045

## Personal Information Banks

### Access Requests

**Description:** This bank contains information relating to formal access requests made pursuant to the Access to Information Act and the Privacy Act. **Class of Individuals:** Members of the public or employees of the Board who request access to personal information

contained in the Board's records. **Purpose:** To maintain a record of requests under the Privacy Act and the Access to Information Act. **Consistent Uses:** The information is also used to respond to formal requests made under the Privacy Act and the Access to Information Act. **Retention and Disposal Standards:** Access requests are retained for 2 years and are then destroyed. **TBS Registration:** 002312 **Bank Number:** CNP PPU 015

### Certification of Diving Personnel

**Description:** This bank contains information received from divers and other diving personnel seeking certification by the Board, as well as information regarding such certification and related correspondence. Certain applications are supported by medical certificates. **Class of Individuals:** Individuals seeking certification as divers or other diving personnel. **Purpose:** To provide a record of the qualifications and experience of divers and other diving personnel for purposes of certification and to record such certifications. **Consistent Uses:** Information may be shared with other agencies or authorities that certify diving personnel in other jurisdictions. **Retention and Disposal Standards:** Information is retained in an individual's file until he or she reaches the age of 70 and is thereafter destroyed, provided that at least two years have elapsed since the last administrative action. **TBS Registration:** 004347 **Bank Number:** CNP PPU 020

### Employment Applications

**Description:** This bank contains applications received from individuals seeking employment with the Canada-Newfoundland Offshore Petroleum Board. These requests usually include a letter to which a curriculum vitae is attached. **Class of Individuals:** Individuals seeking employment. **Purpose:** To maintain applications for prospective position openings. **Consistent Uses:** The information is also used to evaluate employees for positions. **Retention and Disposal Standards:** The applications are retained for one year and are then destroyed. **TBS Registration:** 002311 **Bank Number:** CNP PPU 005

### Personal Services Contracts

**Description:** This bank contains information relating to bidders' lists and individuals hired under personal service contracts by the Canada-Newfoundland Offshore Petroleum Board. The bank contains contracts placed, services rendered, length of contracts, money expended and the contracts and supporting documents. **Class of Individuals:** General public. **Purpose:** To maintain a record of contracts placed, services rendered, length of contracts, money expended and the contracts and supporting documents. **Consistent Uses:** The information is also used to control contracts issued. **Retention**



**and Disposal Standards:** Records are transferred to a dormant file after two years, and destroyed after 10 years. **TBS Registration:** 002310 **Bank Number:** CNP PPU 010

## Manuals

- Emergency Response Plan
- Geophysical, Geological, Environmental, and Geotechnical Program Guidelines
- Development Application Guidelines
- Newfoundland Offshore Area Guidelines for Drilling Equipment
- Exploration Benefits Plan Guidelines
- Guidelines Respecting Financial Responsibility for Work or Activity in the Newfoundland and Nova Scotia Offshore Areas
- Catalogue of Information and Services
- Compensation Guidelines Respecting Damages Relating to Offshore Petroleum Activities
- Procurement Reporting Guidelines, – Hibernia Development Project
- Offshore Waste Treatment Guidelines

## Reading Room

The Board's library has been designated as a public reading room in accordance with the Access to Information Act. The library is located at:

Canada-Newfoundland Offshore Petroleum Board  
TD Place  
140 Water Street, 3<sup>rd</sup> floor  
St. John's, Newfoundland

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board and its various programs and functions may be directed to:

Access to Information and Privacy Co-ordinator  
Canada-Newfoundland Offshore Petroleum Board  
5<sup>th</sup> Floor, TD Place  
140 Water Street  
St. John's, Newfoundland  
A1C 6H6

Tel: (709) 778-1464

Fax: (709) 778-1473

E-mail: [jdoyle@cnopb.nf.ca](mailto:jdoyle@cnopb.nf.ca)

Web Site: [www.cnopb.nfnet.com](http://www.cnopb.nfnet.com)

# Canada-Nova Scotia Offshore Petroleum Board

## Chapter 16

### General Information

#### Background

The Canada-Nova Scotia Offshore Petroleum Board was established in 1990 as a joint federal-provincial agency pursuant to the federal Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation Act and the provincial Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation (Nova Scotia) Act. These Acts implemented a 1986 agreement between the federal government and Nova Scotia relating to offshore petroleum resources. The Board has offices in Halifax and Dartmouth, Nova Scotia.

#### Responsibilities

The Board's principal responsibilities include:

- 1) enhancement of safe working conditions for offshore petroleum activities;
- 2) protection of the environment during offshore petroleum activities;
- 3) management of offshore petroleum resources to ensure that operators provide for maximum economic recovery and avoid waste;
- 4) review of industrial benefits matters relating to petroleum activities offshore Nova Scotia so as to ensure that Canadians, with first consideration given to Nova Scotians, have a full and fair opportunity to participate on a competitive basis in the supply of goods and services to be used in any offshore petroleum activities;
- 5) issuance, in a controlled and fair manner, of licenses required to carry out petroleum exploration and development activities offshore Nova Scotia. The Board also maintains a public registry of licenses, curates samples and geological and geophysical information (which is made available to the public following a statutory confidentiality period), and compiles and develops information on petroleum resources within the Nova Scotia Offshore area;
- 6) collection, maintenance and distribution of offshore petroleum information to the petroleum industry, governments and the public in general.

#### Legislation

- Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation (Nova Scotia) Act, S.N.S. 1987, c. 3.
- Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation Act, S.C. 1988, c. 28.

#### Organization

The Board consists of five members who are appointed for fixed terms of office (the Board currently has three Board members with two additional appointments pending). The Government of Canada and the Government of Nova Scotia each appoint two members. The Chairman is appointed by both governments. The Board has appointed a Chief Executive Officer who is responsible for day to day operations of the Board and a staff of thirty people.

#### ♦ Offshore Petroleum Resources

This Department is responsible for assessing discovered petroleum resources and evaluating the undiscovered petroleum resource potential of the Nova Scotia offshore area; recommending lands for disposition through calls for bids (including the terms and conditions of calls for bids and licences); administering licences under which oil and gas rights are held and maintaining a public registry of such licences; evaluating the results of geological and geophysical surveys and exploratory and development drilling; determining areas to be designated as significant discoveries or commercial discoveries; archiving geological, geophysical and well history reports; and curating cuttings, cores and fluid samples.

#### ♦ Offshore Operations

This Department is responsible for providing recommendations regarding the approval of plans, programs and specific activities related to exploration, development or production; monitoring any conditions of approval; conducting audits and inspections related to procedures, training and equipment; certifying divers and other diving personnel; reviewing operators' emergency response plans; and monitoring and providing status reports on offshore petroleum activities. It is also responsible for conserving oil and gas resources; assessing the productive capacities of wells; monitoring field performance and conducting reservoir performance studies; and administering regulations concerning production schemes, production rate limitations and the acquisition of reservoir data.

## ♦ Environmental Affairs

This Department assesses the environmental effects of offshore operations as well as risks to offshore operations arising from the physical environment. It administers and advises on environmental protection regulations and guidelines, establishes and monitors compliance with physical environment and effluent treatment requirements, coordinates with other environmental agencies, and reviews operators' environmental emergency contingency plans.

## ♦ Administration, Industrial Benefits and Legal

This Department provides administrative, financial, human resources and legal services to the Board. The Department is responsible for the Board's external communications, including publications and public relations. The Department also administers statutory requirements concerning employment and industrial benefits plans.

## Information Holdings

### Program Records

#### Administration

**Description:** Information relating to office management and administration, including human resources, employee benefits, furniture and equipment, software, leases and leasehold improvements, purchasing, insurance, and travel. **Program Record Number:** NSO NSO 050

#### Benefits

**Description:** Information relating to statutory plans concerning industrial benefits and employment. **Program Record Number:** NSO NSO 025

#### Board Management

**Description:** Information relating to the organization and operations of the Board, including correspondence with Board members and ministers, liaison with federal and provincial government departments, memoranda of understanding with other agencies, Board by-laws, records of Board meetings, and related general correspondence. **Program Record Number:** NSO NSO 005

#### Environmental

**Description:** Information relating to the protection of offshore operations from physical environmental risks and to the protection of the environment from the effects of offshore oil and gas activities, including

environmental assessments and reviews, environmental contingency plans, physical environmental data, environmental protection exercises, marine pollution incidents, and environmental studies and research.

**Program Record Number:** NSO NSO 035

#### Financial

**Description:** Information relating to financial administration, including budgeting, payroll (including source deductions and remittances), asset inventories, bank statements, audit matters, royalty collection and remittance, and financial accounting and reporting.

**Program Record Number:** NSO NSO 020

#### General

**Description:** Information relating to industry associations, standards associations, training organizations and other training matters, consultants and general correspondence. **Program Record**

**Number:** NSO NSO 060

#### Legal

**Description:** Information relating to opinions, recommendations or advice respecting legal or policy matters, financial security required from operators, access to information and privacy, and the collection and administration of royalties. **Program Record**

**Number:** NSO NSO 010

#### Legislation, Regulations and Guidelines

**Description:** Information relating to federal and provincial legislation and regulations, guidelines and internal policies and procedures. **Program Record Number:** NSO NSO 015

#### Operations and Safety

**Description:** Information relating to exploration, development and production activities, including operating licences, development plans, approvals of plans and programs, authorizations of specific activities, activity status reports, well files, certifying authorities and certificates of fitness, inspections and audits of operational procedures and equipment, directives, accident and incident reports, investigations, contingency plans, safety committee meetings, exercises and drills, and other matters relating to operations, occupational health and safety, evaluations of reservoir performance and productive capacity.

**Program Record Number:** NSO NSO 030

#### Public Affairs

**Description:** Information relating to the Board's external communications, including publications and media and public relations. **Program Record Number:** NSO NSO 055



## Resources

**Description:** Information relating to the results of geophysical, geological and well site surveys and exploratory and development drilling; geological and geophysical studies; estimates of discovered and undiscovered oil and gas reserves; and the Board's Core Storage and Laboratory facility. **Program**

**Record Number:** NSO NSO 040

## Rights Management

**Description:** Information relating to the issuance and administration of licences for oil and gas exploration and production, including registry and title matters, calls for nominations, calls for bids, work deposits, allowable expenditure schedules, work expenditure reports, rental reports, and declarations of significant and commercial discoveries. **Program Record**

**Number:** NSO NSO 045

## Personal Information Banks

### Certification of Diving Personnel

**Description:** This bank contains applications received from divers and other diving personnel seeking certification by the Board, as well as information regarding such certification and related correspondence. Certain applications are supported by medical certificates. **Class of Individuals:** Individuals seeking certification as divers or other diving personnel.

**Purpose:** To provide a record of the qualifications and experience of divers and other diving personnel for purposes of certification and to record such certifications. **Consistent Uses:** Information may be shared with other agencies or authorities that certify diving personnel in other jurisdictions. **Retention and Disposal Standards:** Information is retained in an individual's file until he or she reaches the age of 70 and is thereafter destroyed, provided that at least two years have elapsed since the last administrative action. **TBS Registration:** 003315 **Bank Number:** NSO PPU 005

### Employment Applications

**Description:** This bank contains applications received from individuals seeking employment with the Board. These are usually in the form of letters to which curricula vitae are attached. **Class of Individuals:** Individuals seeking employment. **Purpose:** Information may be used to fill vacancies. **Retention and Disposal Standards:** The applications are retained for six months and are then destroyed. **TBS Registration:** 003316 **Bank Number:** NSO PPU 010

## Classes of Personal Information

Certain personal information may be collected which is not contained in the specific data banks described above; for example, information on personnel providing services to the Board or an operator (either directly or through a contractor) or personal information obtained through requests for information or offers of services. This information is stored as part of the general subject files, where records are not normally retrieved by an individual's name or other personal identifier. This personal information is normally retrievable only if specifics are provided concerning the subject matter. The retention periods for these classes of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

## Manuals

- Emergency Response Plan
- Geophysical and Geological Programs in the Nova Scotia Offshore Area—Guidelines for Work Programs, Authorizations and Reports
- Guideline on the Issuance of Exploration Licences
- Guidelines Respecting Financial Responsibility for Drilling in the Nova Scotia and Newfoundland Offshore Areas
- Industrial Benefits and Employment Plan Guideline
- Land Division Guideline
- Plans and Authorizations Required for Development Projects
- Guidelines Respecting Drilling Programs
- CNSOPB/CNOPB Joint Guideline – Data Acquisition and Reporting for Well, Pool and Field Evaluations
- Operator's Safety Plan
- Respecting Physical Environment Programs during Petroleum Drilling and Production Activities on Frontier Lands
- Offshore Waste Treatment Guidelines
- Offshore Chemical Selection Guidelines

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note that under section 122 of the federal Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation Act and section 121 of the provincial Canada-Nova Scotia Offshore Petroleum

Resources Accord Implementation (Nova Scotia) Act, certain information provided to the Board is privileged and cannot be disclosed without the written consent of the person who provided it.

Requests concerning released well data, geological data, geophysical data and samples should be directed to:

Archive and Laboratory Supervisor  
Core Storage and Laboratory  
Canada-Nova Scotia Offshore Petroleum Board  
201 Brownlow Avenue  
Suite 27  
Dartmouth, Nova Scotia  
B3B 1W2

Tel.: (902) 468-3994

Requests concerning the ownership of licences and other registry matters should be directed to:

The Registrar  
Canada-Nova Scotia Offshore Petroleum Board  
6<sup>th</sup> Floor, TD Centre  
1791 Barrington Street  
Halifax, Nova Scotia  
B3J 3K9

Tel.: (902) 422-5588

Requests for other information may be directed to the manager of the appropriate department noted above, at the Board's Halifax office (address and phone number as above).

Information regarding Board activities and offshore petroleum resource regulation can be found at the web site: [www.cnsopb.ns.ca](http://www.cnsopb.ns.ca).

## Reading Room

The Board has facilities for the examination of records by the public at both its Halifax and Dartmouth offices at the addresses noted above.

# Canada Post Corporation

## Chapter 17

**Note:** This institution is not subject to the Access to Information Act.

### General Information

#### Background

Canada Post Corporation is a federal Crown corporation, established by the Canada Post Corporation Act on October 16, 1981. It collects, processes and delivers mail across Canada, and between Canada and more than 200 postal administrations around the globe. The Corporation is entrusted with nearly 10 billion messages and parcels annually to over 13 million addresses in rural and urban Canada. Products and services are marketed through a network of almost 20,000 retail points of purchase.

Canada Post Corporation, with over 56,000 full and part-time employees, is the sixth largest employer in Canada outside of government and, with approximately almost \$6 billion in annual revenue, is a large and important part of the transportation and communications sectors of the Canadian economy.

In the course of doing business, Canada Post Corporation maintains and uses records of employees, contractors, customers and others. The Corporation places a high value on the protection and propriety of such personal information; employee access to their records and customer confidentiality are longstanding traditions.

#### Organization

- Communications
- Corporate Secretary
- Corporate Security
- Customer Relationship Network
- Finance
- Human Resources
- Information Marketing
- Mail Operations
- Northern Services
- Office of the Ombudsman
- Real Estate
- Retail Business
- Sourcing Management

### Information Holdings

#### Personal Information Banks

##### ♦ Communications

##### **Corporate Correspondence Service**

**Description:** This bank contains letters addressed or referred to the Minister, Chairman, President, and other executives of Canada Post Corporation, letters addressed to regional Customer Service offices in the divisions, background material compiled in the preparation of responses and the responses. Certain information, such as the incoming letter, draft replies and an index, exists in automated form in the Corporate Correspondence System. Individuals seeking access to this bank should specify the family name and postal code used in the previous enquiry. (Note that stamp suggestions may also be stored in Stamp Subjects and Designer References, CPC PPU 025.) **Class of Individuals:** Customers, Members of Parliament, other elected officials and the general public. The records may contain personal information on other individuals, where they are the subject of the enquiry (e.g. regarding Canada Post Corporation employees and contractors).

**Purpose:** The purpose of this bank is to support the preparation of responses to Divisional, Ministerial, Chairman, Presidential, and general Corporate enquiries pertaining to the operations and administration of Canada Post Corporation. **Consistent Uses:** The records are used to support the correspondence system; to monitor the preparation of responses; for reference purposes when subsequent or similar enquiries are received; for subsequent mailings, when new developments warrant a follow-up letter to correspondents who have expressed an interest in particular subjects; and, to identify trends or patterns.

**Retention and Disposal Standards:** Draft replies stored in automated form are deleted when the correspondence is signed. Paper records and the automated index are retained for seven years after the year of the response and then destroyed and deleted, respectively. Disposal of records retained in the subject files of organizational units drafting responses is governed by the retention schedules for those files.

**PAC Number:** 88-007 **TBS Registration:** 002075

**Bank Number:** CPC PPU 030



## Government Relations

**Description:** This bank contains records of telephone or written enquiries from Ministerial staff, Members of Parliament, Senators or other elected officials pertaining to Canada Post and its operating programs or on behalf of constituents. It also contains letters addressed or referred to the Minister, Chairman, President, other executives of Canada Post or Customer Service offices referred to Government Relations for advice or response; background material compiled in the preparation of responses, and the responses themselves. Certain information, such as an index of in-coming letters exists in automated form. Other information includes correspondence and documentation pertaining to the organization of Canada Post and operational programs for the purposes of briefing the Minister and elected officials, case files, House of Commons petitions and Order Paper questions. (Related records may be found in Corporate Correspondence Service, CPC PPU 030.) Individuals seeking access to this bank should specify names, dates, locations and subject matter, as this information is not retrievable by personal identifier. **Class of Individuals:** Customers, Members of Parliament and other members of the general public. Records may contain personal information about other individuals where they are the subject of the enquiry. **Purpose:** The purpose of this bank is to support and respond to enquiries. **Consistent Uses:** The records are also used to monitor the preparation of responses, for reference purposes when subsequent or similar enquiries are received, and to identify and monitor trends. **Retention and Disposal Standards:** General correspondence is retained for two calendar years after last administrative use. Case files and House of Commons petitions and Order Paper questions are retained for 5 years after last administrative use. **PAC Number:** 97-020 **TBS Registration:** 004001 **Bank Number:** CPC PPU 003

## ♦ Corporate Secretary

### Board of Directors

**Description:** This bank contains such records as Orders-in-Council appointing directors, statements of qualifications, brief biographies, fees and expense documents and related correspondence. (Note that payment records also are stored in Accounts Payable, CPC PPU 060.) **Class of Individuals:** Existing and recently terminated members of Canada Post's board of directors. **Purpose:** The purpose of this bank is to support the nomination and remuneration of members of the board of directors. **Consistent Uses:** The records in this bank assist in the preparation of appointments to the board and in the administration of the affairs, business and activities of the board; they are also used with respect to payments and for other purposes pertaining to the board and its individual members. **Retention and Disposal Standards:** Records are retained for seven years after the fiscal

year during which the director ceases to hold office and then destroyed. **PAC Number:** 88-007 **TBS Registration:** 002007 **Bank Number:** CPC PPU 105

## Legal Affairs

**Description:** This bank contains information relating to potential and actual claims by or against the Canada Post Corporation, contracts and agreements, arbitrations, memoranda, opinions and advice and other legal matters involving the Corporation. Note that copies of opinions and other legal documents may also be stored in other personal information banks. **Class of Individuals:** Individuals involved in legal matters.

**Purpose:** The purpose of this bank is to provide a record of legal opinions and advice to, as well as representation on behalf of, the Corporation.

**Consistent Uses:** The records are used to provide legal opinions and advice to the Corporation and to represent the Corporation and protect its interests.

**Retention and Disposal Standards:** Records are retained for ten years after the year of termination of the contract or disposal of the property and then destroyed. Claims by or against the Corporation, labour arbitrations and related legal matters are retained for twenty-one years after the year of settlement. Memoranda (citing authority), opinions and advice are retained permanently. **TBS Registration:** 002076 **Bank Number:** CPC PPU 110

## ♦ Corporate Security

### Access Control Systems

**Description:** This bank contains identification card applications, temporary pass applications, photographs, visitor registers and occasional incident reports, as well as related correspondence. Limited information exists in automated form. The Card Access/Alarm System may also produce reports for incident investigation purposes and statistical analysis. Individuals seeking access to this bank should specify location and dates. **Class of Individuals:** Canada Post contractors who have authorized access to Corporation facilities. **Purpose:** The purpose of this bank is to control access to certain facilities, to provide for the security of Canada Post employees and property and anything in the course of post. **Consistent Uses:** The records are used to issue and cancel identification cards or building passes, and to maintain building security. **Retention and Disposal Standards:** Records are retained for two years after expiry of the cards and then destroyed. **TBS Registration:** 001340 **Bank Number:** CPC PPU 080

### Investigative Body Requests – Public

**Description:** This bank contains requests made by investigative bodies, as well as records of disclosure (if the request is granted), occasional legal opinions and related material. Individuals seeking access to this bank

should provide their full name and address. **Class of Individuals:** Individuals who are the subject of, or party to, lawful investigations. **Purpose:** The purpose of this bank is to ensure that requests by law enforcement agencies for personal information held by Canada Post are properly authorized. **Consistent Uses:** The records are used to monitor information requested and/or provided to law enforcement agencies, and to ensure compliance with the Privacy Act, the Canada Post Corporation Act and corporate policy. The records may be viewed by the Privacy Commissioner or delegate, when investigating complaints or conducting audits. **Retention and Disposal Standards:** Records in this bank are retained for two years after the year of their last administrative use (which is normally the decision to grant or refuse the request, or the processing of subsequent requests or complaints relating to the original request), and are then destroyed. **TBS Registration:** 001342 **Bank Number:** CPC PPU 090

### Postal-Related Crimes/Offenses

**Description:** This bank contains information gathered during investigations and contains details of the crime(s) committed. For example, information on employees involves such offenses as theft of mail or embezzlement. Information on members of the general public involves national or international crimes, burglary of post offices and street box equipment, forgery of money orders, theft of mail, the illegal transportation of explosives and other dangerous substances and mail vehicle robberies. In addition, intelligence is collected regarding individuals or firms suspected of using the mails for an illegal purpose.

**Class of Individuals:** Canada Post employees, contractors and members of the general public who are suspected or known to be involved in the above-noted postal related crimes/offenses as defined by the Canada Post Corporation Act and Regulations, as well as Criminal Code offenses involving the mail. **Purpose:** The purpose of this bank is to help solve and reduce postal related crimes and offences and to provide for the security of the officers and employees of the Corporation, the property of the Corporation, and anything in the course of post. **Consistent Uses:** The records are used to support investigative and intelligence activities designed to solve or reduce crimes against Canada Post Corporation. Certain information may be shared with the security branches of other postal administrations, other federal investigative bodies, police agencies and, where warranted, with the Department of Justice for possible prosecution. **Retention and Disposal Standards:** Records are retained for ten years after completion of the investigation or judicial or quasi-judicial proceedings and then destroyed. Records of proceedings dealt with under subsection 41 of the Canada Post Corporation Act, when a prohibitory order has been issued, are retained for three years after the year the order ceases to have

effect and are then transferred to National Archives of Canada. If the records are judged by the National Archivist to be of historical/archival value, they are retained permanently. **PAC Number:** 88-007 **TBS Registration:** 001341 **Bank Number:** CPC PPU 085

### Reliability Checks

**Description:** This bank contains criminal record name checks and, if applicable, fingerprints, criminal records, recommendations, decisions, appeals and related correspondence. Limited information may exist in automated form as a data element of the Human Resource Information System, CPC PPE 804. Individuals seeking access to this bank should specify location and dates. **Class of Individuals:** Prospective Canada Post employees and contractors who do not have security clearances, but who require reliability checks because of their ready access to mail, cash and other valuable assets. **Purpose:** The purpose of this bank is to help ensure the security of Canada Post employees and property and anything in the course of post. **Consistent Uses:** The records are used to help determine an individual's reliability. Identifying information is disclosed to the RCMP in order to determine whether individuals have criminal records. **Retention and Disposal Standards:** Records are retained for two years after the year the check is completed, and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. **PAC Number:** 88-007 **TBS Registration:** 001339 **Bank Number:** CPC PPU 075

### Security Clearances

**Description:** This bank contains such records as personal history forms, criminal record name checks and, if applicable, fingerprints, criminal records, summaries of RCMP and Canadian Security Intelligence Service (CSIS) investigations, adverse findings, appeals, updates, cancellations, pardons and related correspondence. Limited information may exist in automated form, as data elements of the Human Resource Information System, CPC PPE 804. Data elements include name and clearance level granted versus level required for the position and whether it is due for renewal. Individuals seeking access to this bank should specify location and dates. **Class of Individuals:** Canada Post contractors who occupy or are about to occupy positions involving access to financial and other assets and sensitive information and systems. **Purpose:** The purpose of this bank is to help determine the suitability of contractors being considered for or in security-risk positions. **Consistent Uses:** The records are used to determine the level of security clearance, and to support decisions on transfers, promotions and termination of employment. Monthly computer printouts are used to



ensure the security clearance level of individuals is adequate for the positions they occupy. Details of RCMP and CSIS investigations that may have taken place are stored in those agencies' security clearance banks. **Retention and Disposal Standards:** Paper records are retained for two years after termination of contract and then destroyed. If notified that a pardon has been granted, the criminal records in question are destroyed immediately. **TBS Registration:** 001338 **Bank Number:** CPC PPU 070

## ◆ Customer Relationship Network

### Customer Care

**Description:** This bank contains such records as enquiries, complaints or claims, declarations (in the case of claims) and information relating to their processing. Certain information exists in automated form in the Customer Claims Information System (CCIS) and the Enquiry Management Information System (EMIS). Data elements include the names and addresses of the sender and addressee, the nature of the shortcoming (e.g., delay, loss, damage), the type and value of the item, any special services purchased (registry), dates of mailing and claim, insured amount, result of investigation and amount paid. Individuals seeking access to this bank should specify the date and subject matter of their previous enquiry, as well as the names and addresses of the sender and addressee on the article or other identifying information. **Class of Individuals:** Customers who have submitted enquiries or complaints to Customer Service; or who have applied for indemnification. (Note that payment records also are stored in Accounts Payable, CPC PPU 060; that enquiries and complaints also are processed through the Corporate Correspondence system, CPC PPU 030; and that Risk Management Claims, CPC PPU 050, also includes claims records.) **Purpose:** The purpose of this bank is to support the management of responses to customer enquiries, as well as the resolution of complaints and claims. **Consistent Uses:** The records are used to analyze and resolve complaints, claims and other concerns; to respond to enquiries about mail services, regulations and rates; for audit and market research purposes; and to identify trends or patterns. Certain information may be disclosed to Transport Canada, the Canada Customs and Revenue Agency, foreign postal authorities, law enforcement agencies and others, where necessary, to resolve the claim or enquiry. **Retention and Disposal Standards:** Records are retained for two years after last administrative use (which is normally the issue of a response to an enquirer or indemnification), and then destroyed. Disposal of payment records stored in Accounts Payable is governed by the retention schedule for that bank. **PAC Number:** 88-007 **TBS Registration:** 001331 **Bank Number:** CPC PPU 100

## ◆ Finance

### Financial Accountability Cases

**Description:** This bank includes such information as job titles, work locations, investigation reports on losses, occasional credit reports and statements by persons involved, legal advice concerning disposition of cases, the decisions of the committees and follow-up information (for example, concerning collection, payment, prosecution, garnishment, other legal proceedings). (Note that documents may also be stored in Legal Affairs, CPC PPU 110). Individuals seeking access to this bank should specify their name and other information sufficient to identify the case, such as the date, location, type and amount of the loss. **Class of Individuals:** Canada Post agents, contractors and others involved in actual or suspected losses of financial assets. **Purpose:** The purpose of this bank is to support committees on financial accountability, which review financial losses incurred by the Corporation, and to facilitate the collection of accounts due to the Corporation. **Consistent Uses:** The records are used to help correct situations that have led to financial losses within Canada Post, both in terms of recovering funds and preventing future losses. **Retention and Disposal Standards:** Records are retained for six fiscal years after the year of recovery or write-off of the debt or loss. Disposal of related records in the above-noted information banks is governed by the retention schedule for those banks. **PAC Number:** 88-007 **TBS Registration:** 001762 **Bank Number:** CPC PPU 065

### Post Office Savings Bank

**Description:** Contains Post Office Savings Bank (1868-1969) unclaimed account information. Account holders wishing to confirm if funds remain on deposit in their name must forward a written request together with appropriate documentation, preferably the account passbook, which identifies the assigned account number. Legal authority is required by those acting on behalf of an account holder or an estate. **Class of Individuals:** Individuals having funds on deposit with Canada Post, either currently or within the past 15 years. **Purpose:** To support administration of the remaining 56,600 accounts currently outstanding in the Post Office Savings Bank, the value of which is 2.6 million dollars. **Consistent Uses:** Records of the Post Office Savings Bank are accessed monthly to facilitate the confirmation and withdrawal of funds by valid account holders or their legal representatives. Accounts having a balance of less than \$25.00 and no activity in relation thereto for a period of 30 years are transferred to the credit of the Receiver General for Canada. (Note that payment records are also stored in Accounts Payable, CPC PPU 060 and by Money Order Services.) **Retention and Disposal Standards:** Records are retained for a period of 15 years after the year an account is closed, whether by withdrawal or



through transfer to the Receiver General for Canada.

**PAC Number:** 88-007 **TBS Registration:** 001336

**Bank Number:** CPC PPU 055

### Risk Management Claims

**Description:** This bank contains records regarding claims for damages involving property, liability and automobile accidents, legal opinions, settlement transactions and other correspondence related to motor vehicle and other accidents involving third parties. The records contain information on the parties involved, their insurers (if applicable) and the nature of the injury or loss (e.g., lost employment or salary). The records also concern losses due to fire and such crimes as robbery, break and enter, and vandalism. Limited information exists in automated form in the Risk Management Information System. Data elements include the names of the employee and claimant, the type of loss and settlement cost. Note that payment records are also stored in Accounts Payable, CPC PPU 060, and that claims involving delayed, lost or damaged mail are stored in Customer Care, CPC PPU 030.

Individuals seeking access to this bank should specify details such as incident location and date. **Class of Individuals:** Third parties making claims or from whom Canada Post is seeking damages. **Purpose:** The purpose of this bank is to support the resolution of Corporation and third-party claims. **Consistent Uses:** Records are used to determine liability for motor vehicle, fire and other accidents involving third parties; to approve damage settlements, such as payments by and to the Corporation (as postal vehicles are insured, claims are handled by outside adjusters); to support claims by Canada Post against insurance policies in force; and to facilitate loss control and other measures to prevent recurrences. Note that certain information may be provided to insurance companies, lawyers acting on behalf of either party and the police, to facilitate resolution of the claim. **Retention and Disposal Standards:** Records are retained for six years after the fiscal year during which the claim by or against the Corporation is settled, unless a minor was involved, in which case the records are retained for six fiscal years after the minor's age of majority (varies from province to province). **PAC Number:** 88-007 **TBS Registration:** 001335 **Bank Number:** CPC PPU 050

**Retention and Disposal Standards:** Records are retained for six years after the fiscal year during which the claim by or against the Corporation is settled, unless a minor was involved, in which case the records are retained for six fiscal years after the minor's age of majority (varies from province to province). **PAC Number:** 88-007 **TBS Registration:** 001335 **Bank Number:** CPC PPU 050

## ◆ Human Resources

### Crown Debt Requests

**Description:** This bank contains requests from and responses to such federal institutions as the Canada Customs and Revenue Agency and Human Resources Development Canada, seeking to locate individuals owing federal Crown debts (e.g., overdue income tax, unemployment insurance overpayments, customs duties, defaulted student loans) or to whom Crown payments are due. This bank also contains the Social

Insurance Number, which is provided, unsolicited, by the federal institutions. **Class of Individuals:** Individuals owing Crown debts, or to whom Crown payments are due, who are the subject of an inquiry.

**Purpose:** The purpose of this bank is to ensure Canada Post can properly decide and account for disclosures of this sort. **Retention and Disposal Standards:** Records are retained for two years after the year of response and then destroyed. **TBS Registration:** 002157 **Bank Number:** CPC PPU 120

**Retention and Disposal Standards:** Records are retained for two years after the year of response and then destroyed. **TBS Registration:** 002157 **Bank Number:** CPC PPU 120

### Human Rights

**Description:** This bank contains confidential letters of complaint and interview notes with complainants, those alleged to have harassed or discriminated against the complainant and witness statements, as well as investigation and analysis reports and records of decisions taken. Background information varies with the complaint, but could include grievances, medical reports, personal appraisals and correspondence. Individuals seeking access to this bank should specify the name of the complainant and the location and date of the incident. **Class of Individuals:** Individuals submitting discrimination complaints and individuals alleged to have harassed or discriminated against complainants. **Purpose:** The purpose of this bank is to support the resolution of allegations of discrimination based on prescribed grounds set out in the Canadian Human Rights Act, and allegations of personal harassment in the workplace. **Consistent Uses:** The records are used to help determine whether or not harassment or discrimination has occurred (note that records of complaints are not stored on the complainant's Employee Personal File); and to recommend and support management decisions on the transfer and discipline of employees or other corrective action, e.g., when the source of the complaint is a Canada Post policy or procedure. Individuals found to have harassed or discriminated may have a disciplinary notice to that effect placed on their Employee Personal File. Information may be disclosed in confidence to relevant Corporation officials and to the Canadian Human Rights Commission to facilitate resolution of the complaint. **Retention and Disposal Standards:** Records are retained for five calendar years after year of case closed. **TBS Registration:** 001761 **Bank Number:** CPC PPU 096

**Class of Individuals:** Individuals submitting discrimination complaints and individuals alleged to have harassed or discriminated against complainants. **Purpose:** The purpose of this bank is to support the resolution of allegations of discrimination based on prescribed grounds set out in the Canadian Human Rights Act, and allegations of personal harassment in the workplace. **Consistent Uses:** The records are used to help determine whether or not harassment or discrimination has occurred (note that records of complaints are not stored on the complainant's Employee Personal File); and to recommend and support management decisions on the transfer and discipline of employees or other corrective action, e.g., when the source of the complaint is a Canada Post policy or procedure. Individuals found to have harassed or discriminated may have a disciplinary notice to that effect placed on their Employee Personal File. Information may be disclosed in confidence to relevant Corporation officials and to the Canadian Human Rights Commission to facilitate resolution of the complaint. **Retention and Disposal Standards:** Records are retained for five calendar years after year of case closed. **TBS Registration:** 001761 **Bank Number:** CPC PPU 096

### Official Languages Complaints

**Description:** This bank contains records documenting the nature, extent, scope, type and location of official languages complaints, as well as the results of complaint investigations and resolution. Note that the identity of complainants is protected under section 60 of the Official Languages Act throughout the investigation process. Therefore, unless complainants agree to reveal their identity, records are anonymous in nature. **Class of Individuals:** Individuals or groups who file complaints

either directly with CPC or with the Commissioner of Official Languages (excluding official languages issues handled through Customer Service). **Purpose:** The purpose of this bank is to support the investigation and resolution of official languages complaints submitted by individuals or groups to the Commissioner of Official Languages or CPC and to retain an audit trail of actions taken. **Consistent Uses:** The records are used to report to external agencies responsible for monitoring compliance of the Official Languages Act and related regulations. They may also be disclosed to the Federal Court or other authorized third parties to facilitate the resolution of complaints, grievances or court action.

**Retention and Disposal Standards:** Complaint files are retained for five calendar years after complaint resolved or withdrawn. **TBS Registration:** 003737 **Bank Number:** CPC PPU 125

### Privacy Act Requests/Complaints

**Description:** This bank contains the request forms submitted by individuals seeking access to their files, the replies to such requests and information related to their processing, including exempt material. It also includes records of complaints to the Privacy Commissioner of Canada and their resolution, and exceptional third-party requests referred to privacy coordination staff for advice or decision. Individuals seeking access to this bank should specify the approximate date(s) of the request(s) concerned. **Class of Individuals:** Canada Post contractors and customers who have submitted formal access, correction or notation requests under the Privacy Act to a Canada Post Privacy Coordinator or internal or formal complaints, or who are the subject of exceptional third-party requests. **Purpose:** The purpose of this bank is to support the processing of requests and complaints submitted by individuals under the Privacy Act, and to retain an audit trail of actions taken. **Consistent Uses:** The records are used to process access, correction and notation requests, to respond to complaints, and to report annually to Parliament on their disposition. Annotations regarding exemptions, corrections and disclosures to third parties may be attached to the records requested. Records may be disclosed to the Privacy Commissioner and to the Federal Court, to facilitate the resolution of complaints or court actions. **Retention and Disposal Standards:** Records are retained for two years after the year of last administrative use (which is normally the provision of records requested under the Privacy Act, the processing of correction or notation requests or the resolution of complaints), and then destroyed. **TBS Registration:** 001344 **Bank Number:** CPC PPU 115

### Staffing and Employment

**Description:** This bank contains such records as solicited and unsolicited job applications, acknowledgement of receipt letters, staffing action requests, job descriptions, salary ranges, selection

profiles, competition posters, transfer requests, seniority, surplus, lay-off, re-call and eligibility lists, human resources inventory printouts, résumés of work experience and education, reference letters and checks, official languages knowledge examination papers, tests and results, lists of candidates, interview notes and rating board assessments, eligibility lists, offers of employment, notices to candidates of right to appeal, other appeal documents and related correspondence. This bank also contains the Social Insurance Number which will continue to be used as an employee identifier until such time as it can be replaced by a CPC employee numbering system. Individuals seeking access to this bank should specify the competition number and date, if applicable, as well as position title and location. **Class of Individuals:** Individuals who apply for or are hired to fill temporary and permanent positions with Canada Post Corporation. **Purpose:** The purpose of this bank is to support internal staffing and external recruitment activities. **Consistent Uses:** Job applications are screened when vacancies arise. Staffing records are used to provide impartial information to match new and vacant positions to the most qualified candidates (notations of staffing decisions may be stored in the Employee Personal File; and in the Human Resource Information System, CPC PPE 804); to assist in succession planning and career development; to conduct reference checks, provide feedback to candidates regarding their applications and job interviews; and to process complaints, appeals and grievances concerning appointments and promotions (see Grievances and Arbitrations, CPC PPE 813). Limited personal information regarding seniority, surplus and layoffs may be posted, as well as provided to collective bargaining agents. Personal information about successful candidates may be disclosed to unsuccessful candidates under strict conditions of confidentiality, to better explain decisions taken. **Retention and Disposal Standards:** Records are retained for two years after last administrative use (which is usually the expiration of the appeal period for competitions), and then destroyed. Layoff/transfer lists are updated continuously and destroyed when superseded. **PAC Number:** 88-007 **TBS Registration:** 001343 **Bank Number:** CPC PPU 095

### ♦ Information Marketing

#### National Change of Address

**Description:** This bank contains data drawn from change of address forms, including: a mover's previous and new address; the length and dates for which redirection services have been purchased; and records concerning participation in related services available to movers and mailers. **Class of Individuals:** All subscribers to CPC's hold and redirection of mail services since January 1993. **Purpose:** To facilitate the redirection of mail. **Consistent Uses:** To confirm service particulars and inform movers of address notification and other options; to produce letter carrier



case cards and new address labels; to notify publishers having movers' name and old address of the new address; with mover consent, to update the mailing lists of other mailers, provided they have the movers' name and old address; to resolve complaints and enquiries; to contact movers on a mailer's behalf (without disclosing the new address); and for research, statistical and audit purposes. Change of address data may also be disclosed to law enforcement agencies conducting lawful investigations, and to certain federal government departments seeking to locate individuals owing a Crown debt or being owed a Crown payment (see CPC PPU 090 and CPC PPU 120, respectively).

**Retention and Disposal Standards:** Change of Address forms retained by postal outlets are destroyed six fiscal years after year of transaction. The input copies are destroyed 3 months after verification of input. Withdrawal letters are retained for two years after date of withdrawal. Records regarding payments received are retained for six fiscal years after year of payment. Agreements with mailers (including records pertaining to names and addresses of individuals who have moved), are retained for six fiscal years after the year of the termination of the contract. Every month three-year-old addresses are archived, where they are retained for a further seven years. **PAC Number:** 91-020 **TBS Registration:** 003294 **Bank Number:** CPC PPU 002

## ◆ Office of the Ombudsman

### Office of the Ombudsman – Requests for Assistance – Complaints

**Description:** This bank contains such records as inquiries, complaints and information relating to their processing. Certain information exists in automated form in the Information Management Inquiry System (IMIS). Data elements may, where applicable, include all or some of the following: the names and addresses of the sender and addressee, the nature of the complaint (delay, loss, damage), the type and value of the item, any special services purchased, dates of mailing and claim, insured amount, result of investigation and amount paid. Individuals seeking access to this bank for the purpose of reviewing their personal files should specify the date and subject matter of their original inquiry with the Office of the Ombudsman, as well as their assigned file number. Individuals seeking access to this bank are encouraged to submit their request directly by phoning 1-800-204-4198. **Class of Individuals:** Customers who have submitted to the Ombudsman a request for the review of their complaint with regard to the postal service. **Purpose:** The purpose of this bank is to support the preparation of responses to customer inquiries, as well as the resolution of complaints concerning postal services. **Consistent Uses:** The records are used to analyze and resolve complaints; to respond to inquiries about postal services; and to identify trends or patterns.

**Disclosure of Information:** The Office of the Ombudsman at Canada Post abides by the Standards of Practice and the Code of Ethics of Ombudsman Associations. The Ombudsman, as a neutral official, has the responsibility of maintaining strict confidentiality concerning matters that are brought to his/her attention, unless given permission to do otherwise. The only exceptions, at the sole discretion of the Ombudsman, are where there appears to be imminent threat of serious harm.

**Retention and Disposal Standards:** Records are retained for seven years after last administrative use (which is normally the issue of a response to a request for the review of a complaint to the Ombudsman), and then destroyed. (subject to approval) **PAC Number:** 88-007 **TBS Registration:** 004271 **Bank Number:** CPC PPU 099

## ◆ Mail Operations

### Delivery Control Systems

**Description:** This bank contains delivery records for signature services (Registered and Security Registered, Cash on Delivery, Insured Mail with Proof of Delivery, Priority Courier); change of address notifications/hold mail request forms; directories or lists of customers used to ensure the accurate delivery of mail and the provision of related services (e.g., Community Mailbox, Group Mailbox and Rural Mailbox Delivery and Electronic Mail) and related correspondence. These records contain such information on customers as name, fees paid, present address, previous address, effective dates, signature and proof of identity (when needed in picking up mail and when filing a change of address notification). Limited account information exists in automated form in the Priority Courier Track and Trace and Electronic Mail systems. **Class of Individuals:** Customers who subscribe to, or receive, postal signature services, submit a redirection/hold mail application or reside in areas requiring name/address lists to effect postal delivery. **Purpose:** The records are used to support the provision of postal services, including signature mail services; to control the redirection or holding of mail; to ensure accurate mail delivery where delivery service has changed or is difficult; to facilitate the reconciliation and audit of accounts; and to respond to inquiries or claims (see also Customer Care, CPC PPU 030). Electronic name and address lists and related information received from volume mailers are used in creating and addressing Lettermail Plus and Admail Plus items for subsequent delivery. **Consistent Uses:** Redirection records are also used to correct the mailing lists of large volume mailers where such mailers are using a previous or incorrect address. Change of address notifications are automated for the purpose of producing new address labels. They are also used to update the System for Mail Address Redirection Techniques (SMART). Address information is also disclosed to government institutions under certain circumstances in order to facilitate the



collection of Crown debts or the making of Crown payments (see CPC PPU 120 and CPC PPU 090).

**Retention and Disposal Standards:** Signature service records are retained for a maximum of two years after the year of delivery and are then destroyed, with the exception of certain financial records, which are retained for seven years. As a convenience to customers, Electronic Mail data are retained under strict security for six months and are then deleted. Change of address/hold mail records are destroyed six fiscal years after year of transaction. Directories and lists are updated continuously and destroyed when superseded or obsolete. **TBS Registration:** 002558 **Bank Number:** CPC PPU 001

## ◆ Retail Business

### Philatelic Customers

**Description:** This bank contains information in both paper and automated form such as customer enquiries and mailing lists, coded to include special areas of interest, as well as invoices, funds on deposit, credit card numbers, order history, survey responses, and other sales records. A list of former customers who have issued bad cheques is also retained. Individuals seeking access to this bank should provide as many details as possible, such as name, address, subject matter, dates and account numbers. **Class of Individuals:** Canada Post's national and international customers of philatelic products, sponsors of stamp clubs and those who have expressed an interest.

**Purpose:** The purpose of this bank is to support the sale and distribution of philatelic products and related promotional material. **Consistent Uses:** The records are used to support philatelic sales and subscription services; to assist in the presentation of philatelic exhibits; to generate particular lists of customers/subscribers (for example, by area of interest); to control inventory; and for market research purposes, such as the identification of promotional needs and opportunities.

**Retention and Disposal Standards:** Financial records are retained for six years after last administrative use, which is usually payment for and mailing of philatelic products. Mailing lists are updated continuously, verified annually and retained until superseded or obsolete (for example, when customers submit change-of-address cards or requests to be deleted from the list; or move, leaving no forwarding address). General correspondence is retained for two years. **PAC Number:** 88-007 **TBS Registration:** 001327 **Bank Number:** CPC PPU 010

### Postal Office Boxes

**Description:** This bank contains postal office box applications, including service particulars (e.g. primary delivery mode, rental periods and the redirection of mail), the names of agents or others authorized to receive mail and whether the postal office box service is for private or commercial use. Other records include

general enquiries, receipts and other payment records, audits and accounts of terminating services. Certain information exists in automated form (Retail Outlet Support System). Individuals seeking access to this bank should provide postal office box location, number, and rental dates. **Class of Individuals:** Canada Post customers who have applied for or expressed interest in postal office box services. **Purpose:** The purpose of this bank is to support the provision of postal office box services. **Consistent Uses:** The records are used to provide the services requested and, if applicable, to facilitate the collection and refund of rent for postal office boxes (receipts are forwarded to corporate head office to reconcile accounts); and for periodic audits and for market research. Certain information may be disclosed to law enforcement and other federal or provincial agencies, pursuant to lawful investigations. **Retention and Disposal Standards:** Postal office box applications and related records are retained for two years after the termination of service and then destroyed. Waiting lists are updated continuously, as boxes become available. **PAC Number:** 88-007 **TBS Registration:** 001326 **Bank Number:** CPC PPU 005

### Retail Postal Outlet Contracts

**Description:** This bank contains hardcopy and computerized records, including the terms and conditions of contracts with retail postal outlet operators and, from time to time, credit history reports. Individuals seeking access to this bank should provide full name, the retail postal outlet concerned and dates.

**Class of Individuals:** Individuals and businesses contracted to provide a range of basic postal services to the public. (Note that payment records also are stored in Accounts Payable, CPC PPU 060). **Purpose:** The purpose of this bank is to administer a network of retail postal outlets. **Consistent Uses:** The records in it are used to administer the network of retail postal outlets, including the authorization of payment of commissions on sales; and for periodic audits and market research. **Retention and Disposal Standards:** Contracts awarded and supporting documentation are retained for six years after fiscal year of completion and non-renewal and then destroyed. Financial records are also retained for six years. Tenders not awarded are retained for two fiscal years. **PAC Number:** 88-007 **TBS Registration:** 001329 **Bank Number:** CPC PPU 020

### Stamp Subjects and Designer References

**Description:** This bank contains such information as subject suggestions, their supporters, and enquiries, general correspondence; résumés, samples of art work (usually reproduced on 35mm slides) and, if applicable, letters of commission. Individuals seeking access to this bank should provide name and date of previous submission. (Note that stamp subject suggestions may also be stored in Corporate

Correspondence Service, CPC PPU 100, and payment records concerning commissioned designs are also stored in Accounts Payable, CPC PPU 060.) **Class of Individuals:** Canadian designers, artists, illustrators, photographers and others who have indicated their interest in being considered for a postage stamp design commission. **Purpose:** The purpose of this bank is to provide a visual reference file of the work of Canadian designers and artists who could be considered for a postage stamp design commission. **Consistent Uses:** The records are used to consider possible designers to be commissioned to submit design proposals for new stamp issues. **Retention and Disposal Standards:** Samples of work are returned to designers upon request. Records regarding rejected solicitations are retained for two years after the year of rejection and then destroyed. Records relating to commissioned stamp designers are retained for ten years and then transferred to National Archives of Canada. If the records are judged by the National Archivist to be of historical/archival value, they are retained permanently. **PAC Number:** 88-007 **TBS Registration:** 001330 **Bank Number:** CPC PPU 025

### Stamp Vendors

**Description:** This bank contains the sales histories of stamp vendors, such as records of stamp purchases, amount of the discount and amount paid. Individuals seeking access to this bank should specify registered name and address as well as stamp sales details. **Class of Individuals:** Individuals and small businesses who have applied for or been granted a permit to purchase stamps at a discount for resale to the public. **Purpose:** The purpose of this bank is to support the sale of stamps via a network of stamp vendors. **Consistent Uses:** Vendors use permits to purchase stamps at a discount. **Retention and Disposal Standards:** Records are retained for two years after last administrative use and then transferred to National Archives of Canada. Information judged by the National Archivist to be of archival/historical value is retained permanently. The remainder is destroyed. **PAC Number:** 88-007 **TBS Registration:** 001328 **Bank Number:** CPC PPU 015

## ◆ Sourcing Management

### Accounts Payable

**Description:** This bank contains such records as claims, authorizations, expense reports, receipts, cheque requisitions, advances, correspondence and other supporting documents relating to expenses being reimbursed, fees being paid, claims being settled and other payments. Records of transactions also exist in automated form in the Accounts Payable System. Individuals seeking access to this bank should specify whether they are a contractor or claimant and provide details of the payment such as location, type and dates.

**Class of Individuals:** Canada Post suppliers of goods and services, including stamp designers and members of the Board of Directors claiming travel and hospitality expenses; and to members of the general public, indemnified for claims made against the Corporation. (see Canada Post's contract and claims personal information banks for details). **Purpose:** The purpose of this bank is to support the Accounts Payable function, which is to make non-payroll payments in accordance with authorizations. **Consistent Uses:** The records are used to substantiate and issue cheques for the above-noted expenses, fees, claims and other payments; and for planning, budgeting and audit purposes. **Retention and Disposal Standards:** Records are retained for six fiscal years following the fiscal year during which the expenses were incurred. **PAC Number:** 88-007 **TBS Registration:** 001337 **Bank Number:** CPC PPU 060

### Parking

**Description:** This bank contains permit applications for parking, and related correspondence about parking of motor vehicles on property owned or leased by Canada Post. Records of transactions also exist in automated form. Individual seeking access to this bank should specify employment location and dates. **Class of Individuals:** Canada Post contractors and others who have applied for or received Corporate parking permits. **Purpose:** The purpose of this bank is to support the control of parking at certain Canada Post facilities. **Consistent Uses:** The records are used to control the issue and revocation of parking permits and the prosecution of parking violators. The records may also be used to help coordinate car pools. Note that certain records are beyond CPC control as many employees have personal contracts with private parking lot operators. **Retention and Disposal Standards:** Records are retained for two years after the fiscal year in which the permit expired and then destroyed. **TBS Registration:** 001334 **Bank Number:** CPC PPU 045

### Purchasing Contracts

**Description:** This bank contains records relating to contracts, renewals and terminations and supporting documentation, which may include the request for proposal, price quotes, curriculum vitae, company résumé, records of experience, terms of reference, financial/insurance/bonding information, reliability checks and/or security clearance levels, and performance records. Individuals seeking access to this bank should provide their full name, the name of their company (if applicable), the Canada Post contract/proposal number, and the location of the procurement office. **Class of Individuals:** A limited number of individuals offering or providing professional services in management and information technology consulting, market research, health services, security, translation, labour arbitration, counselling and temporary help, as well as in



architecture, engineering, construction, property appraisal, property development and property management, including cleaning and maintenance; and equipment, supplies and other goods. (Note that payment records are stored in Accounts Payable, CPC PPU 060; that records on contractors providing mail or letter carrier transportation services are stored in Transportation Contracts, CPC PPU 035; and that records on retail postal outlet operators are stored in Retail Postal Outlet Contracts, CPC PPU 020.)

**Purpose:** The purpose of this bank is to support the award and administration of Canada Post's procurement and certain other service contracts.

**Consistent Uses:** The records are used to monitor performance or equipment supplied against requirements, so as to verify entitlements; and for evaluation and audit purposes. For example, the information may be collated and analysed to determine average costs by geographic areas and specialties.

**Retention and Disposal Standards:** Tenders not awarded are retained for two fiscal years. Contracts awarded and supporting documentation are retained for six years after fiscal year of completion and non-renewal. All contracts relating to accepted designs for stamps, first day covers and postal stationery are retained for six years after the completion of the contract. All correspondence and contracts with stamp suppliers relating to the production of quantities of stamps, first day covers and postal stationery, are retained for six years after completion of the contract. **TBS Registration:** 003293 **Bank Number:** CPC PPU 031

### Transportation Contracts

**Description:** This bank contains records relating to contracts, transfers, renewals and terminations and supporting documentation, including distance, stops, equipment used, costs and duration, financial/insurance/bonding information. Individuals seeking access to this bank should specify the name, dates and location of the service provided. **Class of Individuals:** Individuals owning businesses which have bid on or been awarded contracts for the carriage of mail or for the transportation of letter carriers.

**Purpose:** The purpose of this bank is to support the award and administration of transportation contracts.

**Consistent Uses:** The records are used to create source lists and otherwise perform the tender process; to administer contracts, including the monitoring of performance and the granting of adjustments; to facilitate budgeting and cost control; and to produce internal reports and responses to external enquiries. Note that the name of the successful tenderer may be disclosed to unsuccessful tenderers and others, upon award of the contract. **Retention and Disposal Standards:** Tenders not awarded are destroyed two years after the contract is awarded. Other records are retained for six years after termination and non-renewal of contract and then destroyed, except for registers of

contracts, which are transferred to National Archives of Canada for selective retention. **PAC Number:** 88-007 **TBS Registration:** 001332 **Bank Number:** CPC PPU 035

## ◆ Real Estate

### Real Estate Contracts

**Description:** This bank contains records relating to contracts, transfers, renewals and terminations and supporting documentation, including requests for proposal, price quotes, curriculum vitae, company résumé, records of experience, terms of reference, financial/insurance/bonding information, reliability checks and/or security clearance levels, performance and payments records. Individuals seeking access to this bank should provide their full name, the name of their company (if applicable) and the Canada Post project and location. If the contract in question has been let via Government Services Canada, provide those details. **Class of Individuals:** Companies and a limited number of individuals offering or providing professional services in architecture, engineering, construction, property appraisal, brokerage services, property development and property management, including cleaning and maintenance. (Note that payment records are also stored in Accounts Payable, CPC PPU 060). **Purpose:** The purpose of this bank is to support the award and administration of Canada Post's real estate lease and property management contracts. **Consistent Uses:** The records are used to prepare source lists and select from among potential contractors and to monitor performance against requirements, so as to verify entitlements; and for evaluation and audit purposes. For example, the information may be collated and analysed to determine average costs by geographic areas and specialties. The information is shared with and often held by Canada Post's major procurement and real property management agents (e.g., Government Services Canada). **Retention and Disposal Standards:** Tenders not awarded are retained for two fiscal years. Contracts awarded and supporting documentation are retained for six years after fiscal year of completion and non-renewal. **TBS Registration:** 003291 **Bank Number:** CPC PPU 038

## Classes of Personal Information

### Administrative Records

Certain information provided by or about individuals may also be found in administrative records, such as general correspondence and organizational planning files, minutes of committee meetings, daily information books, library loan and distribution lists, fixed asset inventory control reports, general ledger reports, audit reports and evaluations, internal electronic mail communications, video recordings and records relating



to visits and conferences involving officials of other postal authorities. Several functions also provide advice on employee, customer or contractor matters concerning areas such as employee relations, labour relations, customer service, corporate security, occupational health and safety, etc. This information may exist in the form of personal notes, drafts, letters, case files and electronic mail messages, duplicates of which are often located in other personal information banks. Retention/disposal standards vary, but comply with a two-year minimum.

### Corporate Security

This class includes information detailing complaints received by Corporate Security and the remedial action undertaken. The records are chronologically ordered and thus not retrievable by individual identifier. They include occurrence reports which contain the name, address and phone number of the complainant, the names of the other parties involved, the name of the investigating officer and details concerning causes and remedial action. Should the enquiry result in a suspicion of a postal-related crime or offence, or a Criminal Code offence involving the mail, a file number is added to the occurrence report which is transferred to personal information bank Postal Related Crimes/Offences (see CPC PPU 085 or CPC PPE 824). Otherwise, the occurrence reports are retained for two years, at which time they are destroyed. The purpose of such retention is to allow for statistical analyses and quality control.

### Marketing and Sales

This class includes Postage Meter Services and marketing information such as market research studies, various coded mailing lists, market surveys and test reports concerning householders and other Canada Post customers (for example, large volume mailers). The records include correspondence, reports, accounts of sales calls and other meetings with customers, which may contain the names, titles and business addresses of company representatives, as well as profiles of key executives. These records are used for business purposes only, namely to identify customer needs and perceptions and to help make marketing decisions related to product and service mix, price and promotion. Canada Post also temporarily retains certain records which may contain personal information under arrangements with customers and business partners. These records assist in the preparation of account development strategies for national and divisionally managed accounts. Such records are not under the Corporation's sole control and may not be accessed without the prior consent of the customer or business partner involved. Note also that claims and enquiries related to collection and delivery services have been indexed and described as a Canada Post information bank (see Customer Care, CPC PPU 030). Certain records are held in electronic form in the following

systems: Cash Receipts, Money Order Information, Canadian Wildlife Service, National Accounts and Marketing Mailing List.

### Undeliverable Mail

This class of records includes lettermail and parcels that, for any cause, cannot be delivered to the addressee or returned to the sender. This includes mail that cannot be delivered for legal reasons, and mail that is refused by the addressee or on which postage due is not paid by the sender on demand. The treatment of this mail is governed by the Undeliverable Mail Regulations. Undeliverable mail is opened to facilitate delivery to addressee or return to sender. Undeliverable admail is not returned to the sender or forwarded to an addressee unless it bears a specific request for return or redirection to another address, or has obvious value. Undeliverable international mail is returned to the country of origin unless marked abandoned, in which case it is treated in the same manner as domestic mail. When undeliverable mail of no obvious value does not contain sufficient information to permit the mail to be returned to the sender or forwarded to the addressee, it is destroyed. Where the mail contains cash or merchandise the cash is deposited to the credit of Canada Post Corporation and the merchandise is sold or otherwise disposed of in a manner approved by the Corporation.

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Privacy Act.

Records contained within information banks are limited to relevant data subjects. For example, if an individual has never bid on nor been awarded a contract with Canada Post, no record of that individual would exist in the applicable contract bank.

To facilitate access and records retrieval, specific details should be provided, such as those outlined in individual bank descriptions.

If Canada Post exempts any information, the individual refused access is provided with the precise reasons for the exemption and the applicable appeal procedures.

Records are routinely destroyed when their useful life expires; thus, access requests for older records may prove unsuccessful. Individuals are encouraged to seek informal access to their records – employees via their supervisors, and customers, contractors and others via the Canada Post officials with whom they have been dealing.

Requests for further information about Canada Post Corporation and its various functions may be directed to:

Corporate Privacy Coordinator  
Canada Post Corporation  
2701 Riverside Drive  
Suite N0060  
Ottawa, Ontario  
K1A 0B1

Tel.: (613) 734-6516/7664

Note that requests for access to the Office of the Ombudsman should be submitted directly to that office's privacy coordinator, at:

Privacy Coordinator  
Office of the Ombudsman  
855 Brookfield Road  
PO Box 90026  
Ottawa, Ontario  
K1V 1J8

Tel.: 1 (800) 204-4198

Web Site: [www.ombudsman.poste-canada-post.com](http://www.ombudsman.poste-canada-post.com)

# Canada Science and Technology Museum

## Chapter 18

### General Information

#### Background

The Canada Science and Technology Museum (CSTM), a Crown Corporation, was established in 1990 by the Museums Act.

#### Responsibilities

The purpose of the Corporation, as defined in the Act, is to foster scientific and technological literacy throughout Canada by establishing and maintaining a collection of scientific and technological objects, with special but not exclusive reference to Canada, and by demonstrating the products and processes of science and technology and their economic, social and cultural relationships with society. It consists of three interpretive centres: the Canada Science and Technology Museum (CSTM), the Canada Aviation Museum (CAM) and the Canada Agriculture Museum.

#### Legislation

- Museums Act, 1990

#### Organization

##### ◆ Collection and Research

The Collection and Research Branch is responsible for collecting, preserving, recording, understanding and communicating the processes of discovering, creating, inventing, manufacturing and employing science and technology and the effects these processes have on Canadian society.

##### ◆ Corporate Development Division

The Corporate Development Division is responsible for generating resources (including money, goods and services) in order to augment the corporation's appropriated federal budget in support of its mandate and corporate objectives. Resources are generated through sponsorship, fundraising and membership programs aimed at the private sector and the general public.

##### ◆ Corporate Services Branch

Corporate Services is responsible for providing support, functional direction and control to management, and ensuring the Corporation operates effectively, efficiently and economically in accordance with legislative

requirements, sound business practices and ethical management standards. Offer services in the areas of finance, administration, human resources, facilities, protection, commercial operations, policy development and internal audit.

##### ◆ Directorate

The Directorate is responsible for the direction of the museum and the management of all its activities, resources and outputs. It includes the office of the Corporate Secretary which provides a support function for the Director and the Board of Trustees.

##### ◆ Canada Aviation Museum

The Canada Aviation Museum is responsible for preserving, demonstrating and interpreting for present and future generation the development of Canadian and world aviation, both civil and military and illustrating the past and continuing contribution of aviation to the evolution of the social, economic and built fabric of Canada.

##### ◆ Public Programmes

The Public Programmes Branch is responsible for fostering scientific and technological literacy throughout Canada by demonstrating the products and processes of science and technology, as well as their economic, social and cultural relationships with society, with special, but not exclusive reference to Canada. It includes the Communication and Promotion division which serves the Corporation.

### Information Holdings

#### Program Records

##### ◆ Collections and Acquisitions

**Description:** Information on each individual artifact and its acquisition by purchase, gift, donation and exchanges. **Topics:** Communication and space; Energy and non-renewable resources; Agriculture and Renewable resources; Aviation; Industrial technology; Physical Science and Emerging Technology; Transportation; Domestic Technology. **Program Record Number:** STM STA 005

##### Communications / Marketing / Promotions

**Description:** Information on various activities regarding Communications, Marketing and Promotions. **Topics:**



Marketing; promotion; advertising along with fund raising, sponsorship; memberships and visitor services programs. **Program Record Number:** STM STA 010

### Conservation

**Description:** Information on the conservation and preservation of artifacts, prevention of their deterioration through care and maintenance, provision of a suitable physical environment for storage, and control of correct handling and packaging procedures for their transportation. **Topics:** Communication and Space, Energy and non-renewable resources; Agriculture and Renewable resources; Aviation Industrial technology; Physical Science and Emerging Technologies; transportation; domestic technology. **Program Record Number:** STM STA 015

### Exhibition

**Description:** Information on exhibition, information collection and public opinion research. **Topics:** Correspondence relating to the proposal and the planning of permanent, temporary, travelling and visiting exhibitions. **Program Record Number:** STM STA 020

### Loans

**Description:** Information on incoming and outgoing loans for exhibitions and for special events. **Topics:** Communication and space; Energy and non-renewable resources; Agriculture and Renewable resources; Aviation; Industrial technology; Physical Science and Emerging Technology; Transportation; Domestic Technology. **Program Record Number:** STM STA 025

## Personal Information Banks

### Collections

**Description:** This bank has complete information pertaining to the collection of objects by the Canada Science and Technology Museum and the Canada Aviation Museum. **Class of Individuals:** Individuals with which the Canada Science and Technology Museum deals, in relation to collecting. **Purpose:** To maintain complete information about objects collected or collectable by the Canada Science and Technology Museum and the Canada Aviation Museum. The information is classified by objects. **Consistent Uses:** Determination of value of objects for income tax or insurance purposes. **TBS Registration:** 001678 **Bank Number:** STM PPU 005

### Contract Files

**Description:** The purpose of this bank is to keep a record of all personal and professional service contracts entered into by the Corporation. It contains information such as the request for service by the manager, the original contractual document, and reasons for not

authorizing payment if the terms of the contract have not been met. Active files are kept within the Corporate Services Record Office. **Class of Individuals:** Information relates to individuals from the private sector under contract for services to CSTM. **Purpose:** For contracting services. **Consistent Uses:** To maintain information on all service contracts entered into by CSTM. **Retention and Disposal Standards:** Six fiscal years, then destroyed. **PAC Number:** 86-001 **TBS Registration:** 000377 **Bank Number:** STM PPU 010

### Individual Requests Under the Privacy Act

**Description:** This bank contains formal requests made by individuals under the Privacy Act for access to personal information about them, the replies to such requests and all records relating to their processing. If applicable, includes information on exemptions claimed, complaints received, reports and recommendations of the Privacy Commissioner and litigation in the Federal and Supreme Courts. **Class of Individuals:** Individuals requesting information under the Privacy Act. **Purpose:** For processing such requests and for compiling statistics relating to them. **Retention and Disposal Standards:** Two years after last action. **PAC Number:** 86-001 **TBS Registration:** 001680 **Bank Number:** STM PPU 030

### Mailing Lists

**Description:** This bank contains the names, addresses and telephone numbers, organized by areas of specialties or interest. **Class of Individuals:** Public, media, academics, professionals, museological associations, etc. **Purpose:** To communicate and promote our Museums programs, services and special activities. **Consistent Uses:** To inform and distribute materials to individuals and groups of interest. **Retention and Disposal Standards:** Disposed of when requested to change of address and returned mail no longer meet the purpose for which it was collected. **PAC Number:** 86-001 **TBS Registration:** 002769 **Bank Number:** STM PPU 015

### Memberships

**Description:** This bank contains the names, addresses, telephone numbers and credit card number of members. **Class of Individuals:** General public. **Purpose:** The purpose of this bank is to maintain a record of members, their preferences and special interests for museum related programs and activities. **Consistent Uses:** This bank is used to maintain and renew memberships, and to seek new members. **Retention and Disposal Standards:** Destroyed two years after last administrative action. **PAC Number:** 86-001 **Related to PR#:** STM STA 010 **TBS Registration:** 003912 **Bank Number:** STM PPU 040

### Requests from Federal Investigative Bodies

**Description:** Contains requests for personal information made pursuant to paragraph 8(2)(e) of the Privacy Act by federal investigative bodies, the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests. **Class of Individuals:** Individuals being investigated by federal investigative bodies. **Purpose:** To meet the requirements of the Act. **Consistent Uses:** Compiling statistics relating to requests from federal investigative bodies. **Retention and Disposal Standards:** Two years after last action. **PAC Number:** 86-001 **TBS Registration:** 000379 **Bank Number:** STM PPU 025

### Requests Under the Access to Information Act

**Description:** Contains formal requests made under the Access to Information Act by individuals for access to records, the replies to such requests and all records relating to their processing. If applicable, includes information on exemptions claimed, interventions of third parties, complaints received, reports and recommendations of the Information Commissioner and litigation in the Federal and Supreme Courts. **Class of Individuals:** Individuals requesting information under the Access to Information Act. **Purpose:** To process requests. **Consistent Uses:** Compiling statistics relating to the administration of the Act. **Retention and Disposal Standards:** Two years after last action. **PAC Number:** 86-001 **TBS Registration:** 000378 **Bank Number:** STM PPU 020

### Volunteers

**Description:** This bank contains the names of volunteers who have offered to assist with various activities or events. The addresses, telephone numbers and preferred tasks are also included. **Class of Individuals:** General public. **Purpose:** The purpose of this bank is to maintain a record of volunteers, their preferences for volunteer activities or events. **Consistent Uses:** This bank is used to select volunteers for suitable placement in support of CSTM activities or events and to record their participation. **Retention and Disposal Standards:** Destroyed two years after last administrative action. **PAC Number:** 86-001 **Related to PR#:** STM STA 010 **TBS Registration:** 003911 **Bank Number:** STM PPU 035

## Classes of Personal Information

Some CSTM and CAM files summarized in the Program Records contain personal information which is not used in a decision-making process directly affecting the individual to whom it relates. Examples are inquiries about CSTM and CAM collections, programs and

services, information and advice given to individuals by CMST or CAM employees about museums and museum objects.

These classes of personal information are kept on the relevant subject files and are not identifiable by name of the individual or other personal identifier. To retrieve these classes of personal information, CSTM and CAM would need as much detail as possible about the subject matter, the geographic location and the time the information would have come to the CSTM or CAM.

The retention periods for these classes of personal information are the same as those for the subject files containing the information.

## Manuals

- Corporate Policy Manual

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Corporation, its components, and its various programs and functions may be directed to:

Communications and Promotion  
Canada Science and Technology Museum  
1867 St. Laurent Boulevard  
P.O. Box 9724, Station T  
Ottawa, Ontario  
K1G 5A3

Tel.: (613) 991-3046

## Reading Room

The Corporation's libraries have been designated under the Access to Information Act as public reading rooms. The addresses are:

Library  
Canada Science and Technology Museum  
2380 Lancaster Road  
Ottawa, Ontario

Library  
Canada Aviation Museum  
11 Aviation Parkway  
Building 194  
Ottawa, Ontario



# Canadian Artists and Producers Professional Relations Tribunal

## Chapter 19

### General Information

#### Background

The Canadian Artists and Producers Professional Relations Tribunal was created pursuant to the Status of the Artist Act which received Royal Assent in June 1992. The provisions of the Act creating the Tribunal were brought into force in June 1993. The first members of the Tribunal were appointed in March 1995 and the Tribunal has been operational since the substantive provisions of the Act were brought into force in May 1995.

One of the most important features of the Status of the Artist Act is that it establishes a framework for the conduct of professional relations between independent professional artists and producers within the federal jurisdiction.

The Act guarantees the right of artists to join associations that can represent their professional interests and gives them a mechanism through which to advance their socio-economic interests by guaranteeing the right to bargain collectively with producers for the purpose of reaching agreement on the minimum terms and conditions under which an artist will provide services to those producers. The Act also permits producers to form associations for the purposes of bargaining and entering into scale agreements.

#### Responsibilities

The Tribunal is the independent quasi-judicial agency established to administer the framework governing professional relations between self-employed artists and producers under federal jurisdiction that is prescribed by the Status of the Artist Act. The Tribunal's principal responsibilities are:

- to define the sectors of cultural activity subject to federal jurisdiction that are suitable for collective bargaining;
- to certify artists' associations to represent these sectors;
- to hear and decide complaints of unfair practices filed by artists, artists' associations and producers and to prescribe appropriate remedies.

The Tribunal reports to Parliament through the Minister of Labour. However, certain provisions of the Act specify a role for the Minister of Canadian Heritage.

#### Legislation

- Status of the Artist Act

#### Organization

The Tribunal is composed of a Chairperson, a Vice-chairperson and not less than two or more than four other full-time or part-time members. The Chairperson is the Chief Executive Officer of the Tribunal and is responsible for the management of the staff and supervision of the work of the Tribunal.

### Information Holdings

#### Program Records

##### Adjudication Files

**Description:** These records contain the documentation related to the processing of applications and complaints filed by artists, arts organizations and producers with the Tribunal pursuant to the Status of the Artist Act and include public notices, evidence, exhibits, submissions and in some cases transcripts of hearing proceedings, Tribunal decisions and notices of proceedings before higher courts. **Topics:** Documents include applications for: certification, determination/declaration, review, consent to prosecute, judicial review as well as complaints, notices to bargain and scale agreements.

**Access:** Files are arranged by case file, ie. numerically according to the year of application. **Storage Medium:** Paper. **Program Record Number:** CAPPRT LEG 1300

##### Reports and Bulletins

**Description:** Monthly reports on developments in the arts and cultural industries generally including copyright, the broadcasting industry, technological and industrial developments with respect to the Internet; bulletins reporting on the Tribunal's adjudicative and other activities. **Topics:** Monthly reports include analysis of copyright, the broadcasting industry, technological and industrial developments with respect to the Internet; the Bulletin provides a summary of decisions issued by the Tribunal, information on developments at the Tribunal and details on a variety



of matters of interest to parties bargaining under the Status of the Artist Act. **Access:** Files arranged by date. **Storage Medium:** Paper. **Program Record Number:** CAPPRT REP 1700

## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Finance

Furniture and Furnishings

Human Resources

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Vehicles

## Personal Information Banks

### Mailing List

**Description:** This bank contains the names, addresses and telephone numbers of individuals and arts organizations.

**Classes of Individuals:** Members of the public, media, lawyers, arts professionals, academics.

**Purpose:** To communicate Tribunal decisions and public announcements to interested members of the public.

**Consistent Uses:** To inform and distribute materials to individuals, arts organizations and cultural industries.

**Retention and Disposal Standards:** Disposed of upon request to change address, to remove from list or when mail returned unopened. **Related to PR#:** CAPT LEG 1300, CAPT REP 1700 **TBS Registration:** 004348

**Bank Number:** CAPPRT PPU 001

## Classes of Personal Information

In the course of conducting programs and activities, categories of personal information may be accumulated and stored as part of specific adjudication files and may not be retrieved by name of the individual or other personal identifier. Such personal information may be gathered in the course of conducting a hearing or other activity. This form of personal information is retrievable only if specifics are provided concerning the nature of the matter, the date, or the parties involved. The retention period for this class of personal information is controlled by the record schedules of the general subject files in which they are stored. Adjudicative files are retained for thirty years after the last administrative action.

## Manuals

- Tribunal Procedures

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Canadian Artists and Producers Professional Relations Tribunal, its programs and functions, may be directed to:

Access to Information and Privacy Coordinator  
Canadian Artists and Producers Professional  
Relations Tribunal  
8<sup>th</sup> Floor West  
240 Sparks Street  
Ottawa, Ontario  
K1A 1A1

Tel.: (613) 996-4052  
1 (800) 263-2787

## Reading Room

In accordance with the Access to Information Act, an area on the premises of the Tribunal offices has been designated as a public reading room. The address is:

8<sup>th</sup> Floor West  
240 Sparks Street  
Ottawa, Ontario  
K1A 1A1

Tel.: (613) 996-4052  
1 (800) 263-2787

# Canadian Centre for Management Development

## Chapter 20

### General Information

#### Background

On April 14, 1988, the Prime Minister announced the creation of the Canadian Centre for Management Development (CCMD), dedicated to excellence in teaching and research into public sector management, enhancing public sector management capabilities, and promoting a strong corporate culture in the federal public service. On March 27, 1991, new legislation entitled Canadian Centre for Management Development Act (Bill C-34) received Royal Assent and the Act was officially proclaimed on December 1, 1991.

The Act provides for the creation of a departmental corporation under the general direction of a Board of Governors. The composition of the Board is to be equally divided between public and non-public sector (academic and business) representatives. The Clerk of the Privy Council is the Chairman of the Board. Among other public sector representatives, the Secretary of the Treasury Board, the President of the Public Service Commission and the President of the Centre are ex officio governors.

#### Responsibilities

The Centre focuses on the learning and management development needs of managers in the federal public sector. Programs are open to all managers, at all levels, in all departments and in all regions. In addition, the Centre has a capacity to undertake research on public sector management. This includes the development of case histories on major initiatives that may be used to broaden the range of management programs offered within the federal public service. There is one campus in the National Capital Region (NCR), situated in the historic LaSalle Academy on Sussex Drive in downtown Ottawa. Courses are also offered at existing facilities in most regions of Canada.

The clientele of the Centre includes managers at all levels, members of the Executive Group, Deputy Ministers and Senior Governor-in-Council appointees.

#### Legislation

- Canadian Centre for Management Development Act

### Organization

#### Office of the President

The President of the Centre is appointed by the Governor-in-Council and has the rank and status of a deputy minister. The President is the Chief Executive Officer of the Centre and has control over the form and content of programs, studies and publications of the Centre, the appointment of staff, the contracting for services and any other authority normally exercised by a deputy head pursuant to a statute or delegated authority. The President also has responsibilities related to Public Service Renewal. The positions reporting to the President are listed below.

#### ♦ Policy, Strategy and Communications Group

The Director General, Policy, Strategy and Communications, is responsible for the corporate policy and communications interests of CCMD. The position also oversees the broader, public-service wide interests of advancing the learning agenda as a management priority.

#### ♦ Career Development Programs Group

The Director General, Career Development Programs, is responsible for the provision of learning programs related to corporate recruitment, assessment and development initiatives. Some programs, such as the Accelerated Executive Development Program (AEXDP), are offered to members of the Executive Group. Other programs, such as the Management Trainee Program (MTP) and the Career Assignment Program (CAP), are designed for feeder groups to the Executive category. In addition, the Career Development Programs is the vehicle used to roll-out the CAP educational component to non-CAP aspiring executives.

#### ♦ Computer-Based Learning Programs

The Director General of Computer-Based Learning Programs is responsible for the development of an online library of interactive, multimedia learning resources delivered to desktop computers via the Internet, available any time, anywhere. They are designed for all public servants who want to improve their leadership and management skills and advance their careers. Courses are selected to address topics of great interest to public service managers: leadership, change management, strategic planning and managing human performance.

### ◆ The Leadership Centre

The Director General, the Leadership Centre, is responsible for leadership programs that will build the capacity of Public Service executives and managers to provide the leadership required to deal with the challenges facing the Public Service of Canada and to implement its strategies. Three families of programs are provided: foundation courses which provide executives and managers at different levels to begin the leadership development learning journey; leading change courses; and strategy-specific courses connected to specific Public Service strategies.

### ◆ Strategic Research and Planning Group

The Director General, Strategic Research and Planning, is responsible for the conduct and publication of research projects on a wide range of public sector management issues and concerns, the administration of a fellowship program for senior public and private sector officials and academics, and the management of contributions in support of public sector research.

### ◆ International Cooperation

The Vice-President, International Cooperation, is responsible for creating a single window to broker requests from other countries for access to Canadian public sector expertise. This window will be supported by a partnership of Canadian federal departments and agencies and eventually other suppliers of public sector expertise, including other levels of government, universities and colleges, non-governmental organizations and private sector organizations. The goals are to support public sector management in other countries, provide global exposure and learning opportunities for Canadian public servants, and to market Canadian public sector know-how more effectively. Within this partnership, the Canadian Centre for Management Development will also lead a coalition of organizations working internationally in the fields of governance and public management.

### ◆ Learning Events

The Director General, Learning Events, is responsible for the development and management of events that create learning opportunities for public service managers across the country in areas of prime importance to the federal government. Many of those events such as the Armchair discussion series, the ADM Forum and the EX induction program are planned and managed in cooperation with CCMD's federal government partners.

### ◆ Public Administration Programs

The Director General of the Public Administration Programs is responsible for CCMD's products and services related to the delivery of various classroom

courses for managers and executives. Specifically, the Directorate is comprised of two programs: the Public Service Contextual Courses and the Core Curriculum for Managers. The first program offers a series of courses which are primarily knowledge-based and intended to provide both executives and managers with an opportunity to discover and deepen their knowledge of the government priorities, the public service environment, the complexity of the policy development process, legal frameworks and both the national and international context within which governance evolves. The second program is comprised of a series of courses specifically designed for the managers' community. They are aimed at helping managers develop a shared vision, acquire a common body of knowledge, master the skills and competencies critical to performance and to adopt common values and principles.

### ◆ Program Services

In addition, three Directors reporting directly to the President are respectively responsible for the provision of all functions related to financial management, human resources management, and administration and course registration (Service Centre). The Chief Librarian also reports to the President.

## Information Holdings

### Program Records

#### Case Studies

**Description:** Includes subjects relating to the various case studies developed by the CCMD faculty members for use in the delivery of its programs. **Program**

**Record Number:** CMD CMD 035

#### Management Topics

**Description:** Includes any and all information with regards to management topics that are currently being researched by CCMD for either the development of future product offerings or for information purposes.

**Program Record Number:** CMD CMD 045

#### Product Delivery – Orientation

**Description:** Includes subjects relating to product deliveries developed by CCMD to help Federal Government managers orient themselves to their positions. **Program Record Number:** CMD CMD 010

#### Product Delivery – Programs Requiring Selection Process

**Description:** Includes subjects relating to product deliveries developed by CCMD that require a selection process. This includes records concerning Career



Assignment Program, Overview of Government, Managing Government Agencies, Management Trainee Program and the Accelerated Executive Development Program. **Program Record Number:** CMD CMD 015

#### **Product Delivery – Programs Open to all Managers**

**Description:** Includes subjects relating to product deliveries developed by CCMD that are open to all managers. This includes records concerning offerings such as Coaching for Breakthroughs and Commitment, How Ottawa Works, Leadership: Reflection and Action, Administrative Tribunal Members Program. **Program Record Number:** CMD CMD 055

#### **Product Development and Delivery**

**Description:** Includes original thinking and general subjects relating to product development and delivery operations and activities at CCMD. **Program Record Number:** CMD CMD 005

#### **Product Development and Delivery – International**

**Description:** Includes original thinking and general subjects relating to areas of cooperation with other governments, including product development and delivery operations and activities at CCMD. Includes projects accepted or refused. Documentation and correspondence from partner federal, provincial and municipal institutions, associations, colleges, universities, research institutes, commissions, crown corporations and private sector firms working in the field of governance and public administration as well as consulates, embassies and cultural offices and international organizations. Includes documentation from conferences, meetings and symposiums attended or hosted by CCMD. **Program Record Number:** CMD CMD 050

#### **Research Program**

**Description:** Includes subjects relating to the various research projects handled by CCMD. This includes records such as correspondence, reports, studies, projects, guidelines, planning, funded, research proposals and document review. **Program Record Number:** CMD CMD 030

#### **Seminars, Workshops, Courses**

**Description:** Includes subjects relating to seminars, workshops, courses and other learning events offered by CCMD to federal government managers. This would include records such as correspondence, completed forms, evaluations, course materials, agendas, timetables. **Program Record Number:** CMD CMD 025

## **Personal Information Banks**

### **Individual Data Base**

**Description:** This information bank contains basic information on course and other training activities of the Centre, on actual and potential clients, on internal and external resources employed by the Centre and all persons with which CCMD has contact. **Class of Individuals:** Individuals, principally members of the management category of the Canadian federal public service, who have contact with the Canadian Centre for Management Development. May also contain information on members of the private (business) sector or other levels of government who attend CCMD-sponsored activities. **Purpose:** The purpose of this information bank is to establish and maintain files on actual and potential clients in order to facilitate the registration of these individuals to CCMD activities, to have information available to determine our client profile to help in the development and delivery of products offered by the Centre. This information bank also permits the establishment and maintenance of distribution lists such as the list of departmental training coordinators to whom CCMD publicity material is sent in bulk. **Consistent Uses:** This information bank serves to identify potential clients and resources for activities offered by the Centre. **Retention and Disposal Standards:** The files are retained as long as the information is still valid. **TBS Registration:** 003329 **Bank Number:** CMD PPU 010

### **Registration Information System**

**Description:** This information bank may contain basic information on participants and administrative data on training activities at the Canadian Centre for Management Development. **Class of Individuals:** Individuals, mainly members of the management category of the federal public service, who have taken or are registered on a training activity sponsored by the Canadian Centre for Management Development. May also contain information on members of the private (business) sector or other levels of government who attend CCMD-sponsored activities. **Purpose:** This information bank exists to establish and maintain files on CCMD activities and participants to these training and development activities. **Consistent Uses:** The information bank provides data necessary for the delivery of training activities offered by the Centre. **Retention and Disposal Standards:** The files are kept for a five-year period following the end of the training activity, and are then destroyed. **TBS Registration:** 003328 **Bank Number:** CMD PPU 005

## **Manuals**

- Treasury Board Manuals

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about CCMD's various programs and functions may be directed to:

Canadian Centre for Management Development  
P.O. Box 420, Station A  
Ottawa, Ontario  
K1N 8V4

Tel.: (613) 995-2263

Fax: (613) 943-3261

## Reading Room

The library at the De La Salle campus has been designated as a public reading room under the Access to Information and Privacy Acts. The address is:

### National Capital Region

Canadian Centre for Management Development  
373 Sussex Drive  
Room C-102  
Ottawa, Ontario  
K1N 8V4

# Canadian Centre for Occupational Health and Safety

## Chapter 21

### General Information

#### Background

The Canadian Centre for Occupational Health and Safety (CCOHS) is a corporation under Schedule II of the Financial Administration Act, created by Parliament in April, 1978 to act as a national institute to promote the rights of Canadians to a healthy and safe working environment. It is governed by a Council of Governors representing labour, employers and federal, provincial and territorial governments.

#### Responsibilities

CCOHS promotes a healthier and safer workplace by providing a free occupational health and safety inquiries service to Canadians in both official languages while providing a cost recovery print and electronic information delivery service. The cost recovery service includes publications, training, online electronic services in various formats (CD-ROM, Web, Intranet, magnetic tape).

Specialized services are also offered containing the full text of occupational health and safety and environmental legislation, and regulatory and advisory information on chemicals in the workplace and the environment.

#### Legislation

- Canadian Centre for Occupational Health and Safety Act
- Financial Administration Act, Schedule II

#### Organization

CCOHS is a corporation under Schedule II of the Financial Administration Act. Its policies are established by the Council of Governors, which consists of a chairman and 12 representatives from labour, employers' organizations, and the federal, provincial and territorial governments. It meets three times a year. The Chairman is appointed by federal Order-in-Council. The President and Chief Executive Officer supervises and directs the work and staff of the Centre.

There are five departments through which the program is delivered.

#### Corporate Management

Provides the direction and management of operations at CCOHS.

#### Inquiries Service

Responds directly to occupational health and safety inquiries from the public.

#### Health and Safety Products and Services

Provides occupational health and safety products and services to businesses, labour organizations, governments media, and health and safety professionals.

#### Marketing, Sales & Communications

Provides the promotion, communication, and client service for the products available from CCOHS.

#### Computer Systems and Services

Provides the technical structure and support services for the production and promotion of occupational health and safety products.

### Information Holdings

#### Program Records

##### CCINFO

**Description:** CCINFO is CCOHS' electronic information service which consists of databases and fulltext data delivery of on occupational health and safety information.

Databases accessible through CCOHS' electronic services:

- Material Safety Data Sheet (MSDS) and its French counterpart FTSSis a database of contain more than 120,000 material safety data sheets as supplied by more than 600 contributors.
- CHEMINFO is a database of comprehensive, practical summarized OSH information on chemicals. Each profile provides a detailed evaluation of health, fire and reactivity hazards, also and recommendations on topics such as storage, handling, personal protective equipment, accidental release, first aid and hazard classifications including WHMIS and OSHA.



- Chemical Evaluation Search and Retrieval System (CESARS) is a database that contains comprehensive environmental and health information on chemicals. It provides detailed descriptions of chemical toxicity to humans, mammals, aquatic and plant life, as well as data on physical-chemical properties, and environmental fate and persistence. CESARS is divided into twenty-three topic areas, all contain references and most have topic summaries of key information.
- Domestic/Non-Domestic Substances List (DSL/NDL) is a database created in accordance with the Canadian Environmental Protection Act (CEPA). The DSL defines "existing" substances in Canada. The NDSL specifies substances, other than those on the DSL, that were in world commerce, based on the 1985 US Toxic Substances Control Act (TSCA) chemical inventory.
- New Jersey Hazardous Substance Fact Sheets (NJHSFS) provides workers, employers, emergency responders, and others with essential information on the hazards and safe use of industrial chemicals and environmental contaminants. Fact sheets contain basic summarized information on the hazards, safe storage, handling, control measures, first aid, and emergency procedures for common chemicals.
- Chemical Hazards Response Information System (CHRIS) is a comprehensive source of emergency response information including health hazards, first-aid, fire hazards, chemical reactivity, transport/handling and more, for over 1,200 common materials.
- Canadian Studies database is a directory of recent Canadian studies in the field of occupational health and safety.
- Transport of Dangerous Goods database contains Canadian hazardous materials shipping information applicable to truck or rail transport. This database provides regulatory information such as shipping name, product identification number, hazard classifications, reportable limits and special provisions for transport. Also included are the North American emergency response guidelines.
- Transport 49CFR database provides U.S. regulatory information on thousands of hazardous materials, the CERCLA reportable quantity list and the list of marine pollutants. It also includes shipping name, hazard classification, labels, special provisions and reportable quantities etc. The North American emergency response guides are included in most records which details information on potential hazards and actions for emergency response.
- Resources database contains a directory of Canadian organizations and people involved in the field of occupational health and safety. Records are as provided by contributors.
- Canadiana is a database which includes annotated references to occupational health and safety documents published in Canada, about Canadian subjects or by Canadian authors. It also includes references on reports, articles, conference proceedings, monographs and unpublished materials.
- Case Law is a database containing summaries of cases and decisions related to occupational health and safety from jurisdictions across Canada. Information on the cases includes, for example, jurisdiction, forum, year and summary. Data are contributed by the organizations which actually prepare the summaries.
- Fatality Reports database provides information about the circumstances surrounding occupationally related fatalities. Data are taken from reports on inquests and inquiries into occupationally related fatalities across Canada.
- Noise Levels database measures lists the noise level in actual work situations involving different types of equipment and occupations in various industries. Data are taken from the results of measurements from both published and unpublished sources.
- Directory of Occupational Safety and Health Legislation in Canada provides references to the acts and regulations aiming especially at the safety and health of working people in Canada.
- CISILO is a bibliographic database with containing references to international coverage of literature, training programs and research papers on occupational health and safety documents.
- INOR-Organizations (INRS) is an International directory of organizations that conduct research on the prevention of occupational risks, whether or not this is their main activity.
- INRS-bibliographie is a bibliographic database, in French, covering the international literature available on the prevention of occupational hazards; emphasis is placed on French-language literature.
- HSELINE on CCINFODisc is a database containing more than 200,000 citations with abstracts to worldwide literature on occupational safety and health. It covers all U.K. health and safety commission and health and safety executive publications as well as a wide range of periodicals, books, conference proceedings, reports, and legislation. It is predominantly oriented towards safety and industrial hazards.
- OSHLINE is a current, up-to-date bibliographic database with international coverage of occupational health and safety. It updates the now static collection of NIOSHTIC®. NIOSHTIC® is a bibliographic database with international coverage of occupational health and safety (static file).

- RTECS® is a registry of toxicity data and regulatory information for chemical substances. It includes reviews, hazard classifications, occupational exposure limits and references to U.S. standards and regulations.
- NIOSH Pocket Guide to Chemical Hazards (NPG) is a concise, highly organized source of general industrial hygiene information in electronic form. This version of the NPG gives important industrial hygiene data on 677 hazardous workplace chemicals or substance groups which has been updated, expanded and is easy to use.
- Canadian EnviroOSH Legislation is a database which contains complete text, including graphics, of Canadian federal, provincial, and territorial occupational and environmental health and safety acts, regulations, guidelines and codes of practice from all Canadian jurisdictions.
- Canadian EnviroOSH Legislation Plus Standards is a database which contains complete text, tables and graphics of all federal, provincial, territorial occupational and environmental legislation, health and safety acts, regulations, guidelines and codes of practice from all Canadian jurisdictions plus the complete text of those standards referenced in the legislation.
- Unjust Dismissal — Human Resources Development Canada (HRDC) – Labour Program CD-ROM provides details of cases under the Canada Labour Code (CLC). It includes details about the employer/employee, type of industry/occupation, and summaries of decisions made at various stages of the proceedings and is updated semi-annually.
- Workplace Safety & Hygiene Legislation Plus Standards. Complete text of BC OSH regulations plus cited BC and Federal Acts and regulations. Includes full text of cited CSA (Canadian Standards Association), CGSB (Canadian General Standards Board) and WCB of BC standards.
- Case Law — Human Resources Development Canada (HRDC) – Labour Program CD-ROM includes excerpts of CCOHS' case law database which provides health and safety related cases and decisions specific to the Canada Labour Code (CLC) and is updated semi-annually.
- TOXLINE® on CCINFODisc is a collection of toxicological information from the U.S. National Library of Medicine (NLM), containing over 1,000,000 references to published material and research in progress in the areas of environmental pollution, reproductive effects of chemicals, food and water contamination, occupational hazards, and more. It includes references from 15 secondary sources for 1981 to present.
- HSDB® on CCINFODisc is considered a key reliable resource on hazardous chemicals, The Hazardous Substances Data Bank® produced by the U.S. National Library of Medicine (NLM) provides detailed data on the toxic effects, environmental fate and health and safety concerns of over 4,400 hazardous chemicals. Over 150 different information fields are available in these comprehensive chemical profiles. It includes carcinogenicity and biomedical effects, analytical and monitoring methods, exposure standards and regulations. **Program Record Number:** OHS ISS 055
- ILO Encyclopedia of Occupational Health & Safety – An Internet version of the International Labour Organisation's (ILO) comprehensive encyclopedia of occupational health and safety.
- NIOSH Manual of Analytical Methods – Contains sampling and analytical methods information for monitoring occupational exposures to toxic substances in air and biological samples.
- IPCS INCHEM –The IPCS INCHEM CD-ROM provides ready access to hundreds of publications about chemicals from the international organizations that cooperate with the IPCS. These authoritative and carefully selected publications, serving the wide range of professionals concerned with the safe use of chemicals, are produced and peer reviewed by teams of experts from all over the world. Available on an annual subscription basis, IPCS INCHEM is published semi-annually, and distributed to subscribers from both developed and developing countries.
- IPCS INTOX – The IPCS INTOX project is a global endeavour promoting poison control and chemical safety and international cooperation in this field. It has been established to assist poison centres and related institutions in the prevention of poisoning, saving of lives and minimising the adverse health effects resulting from toxic exposures. The project has been coordinated by the IPCS in collaboration with the Canadian Centre for Occupational Health and Safety. Contains a fuller description. Contains a variety of documents on poisonous substances – includes pharmaceuticals, chemicals, poisonous and venomous animals, and poisonous plants and fungi.
- CHEMINDEX is a convenient guide to information resources on over 200,000 chemicals. Each CHEMINDEX record contains identification information on a unique chemical substance, including chemical names and synonyms, the CAS registry number and a list of the CCINFO databases containing information on that substance.
- RIPP is a database that contains information identifying and describing products registered in Canada under the Pest Control Products (PCP) Act; produced by the Pest Management Regulatory Agency (PMRA). This database covers a range of products, including agricultural and forestry pesticides, wood preservatives, and disinfectants.

- Mining Incidents is a database that was developed in co-operation with the Chief Inspectors of Mines Association. This database contains descriptive information on occupational health and safety incidents in mining, such as fatalities, lost-time accidents, explosions, fire, equipment accidents, collapse of structures, and electrical failure. The incidents also record breakdown of safety systems, personal hoisting equipment and ventilation systems.

### Inquiries

**Description:** A person-to-person service that answers questions on specific occupational health and safety matters. The answers to the most commonly asked occupational health and safety questions (2,500) are also available on the CCOHS Website in the area called OSH Answers. **Topics:** Chemical hazards, physical hazards, occupational diseases, biological hazards, psycho social issues, occupational safety, ergonomics, occupational health and safety administration.

**Program Record Number:** OHS IRS 041

## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

### Acts and Legislation

#### Administration

#### Administration and Management Services

#### Employment and Staffing

#### Human Resources

#### Occupational Health, Safety and Welfare

## Personal Information Banks

### Studies on Information Sources in Occupational Health and Safety

**Description:** The RESOURCES database contains information on people including their areas of interest and activities in occupational health and safety. **Class of Individuals:** Individuals who are active in the field of occupational health and safety. Includes people from labour, government, industry, educational institutions and professional associations. **Purpose:** This bank provides a centralized information source on persons and activities in occupational health and safety in Canada. **Consistent Uses:** To be used at CCOHS to facilitate information provision services and by the public to improve communication and information sharing in occupational health and safety in Canada. **Retention and Disposal Standards:** Records are retained until updates are received or disposal requested. **PAC Number:** 86-010 **TBS Registration:** 001608 **Bank Number:** OHS PPU 005

## Manuals

- CCOHS General Administration Manual
- Health and Safety Procedures Manual
- Tape Service Manuals
- User manual (Windows and Macintosh)

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Centre and its various programs and functions may be directed to:

Inquiries Service  
Canadian Centre for Occupational Health and Safety  
250 Main Street East  
Hamilton, Ontario  
L8N 1H6

Tel: (905) 572-4400  
1 (800) 263-8466  
Fax: (905) 572-4500

## Reading Room

Facilities in Resource Centre have been designated as a public reading room in accordance with the Access to Information Act. The address is:

250 Main Street East  
Hamilton, Ontario



# Canadian Commercial Corporation

## Chapter 22

### General Information

#### Background

A federal Crown Corporation established in 1946 by an Act of Parliament, CCC is the official export sales agency of the Government of Canada. It has a broad legislated mandate: "to assist in the development of trade between Canada and other nations".

#### Responsibilities

CCC is an integral part of the Government of Canada's trade team offering services which complement the export financing and insurance activities of Export Development Corporation as well as the market intelligence and promotional activities of the Department of Foreign Affairs and International Trade (DFAIT) and other federal departments and agencies.

The Canadian Commercial Corporation (CCC) is an export sales and contracting agency, wholly owned by the Government of Canada. CCC works with Canadian exporters and their international buyers to facilitate export sales through its unique government-backed guarantee of contract performance.

Specializing in sales to foreign governments, CCC can act as a prime contractor and use its governmental status to sign export sales on behalf of Canadian exporters, guaranteeing its full and satisfactory completion.

#### Legislation

- Canadian Commercial Corporation Act

#### Organization

The board of directors is comprised of Canadian business executives, public service officials and the President of the Corporation. The President and Chief Executive officer directs the business of the Corporation and exercises further power and duties as assigned by the Board.

#### ♦ Business Operations

These units handle U.S. and International business, market opportunities development, and regional operations including business development, preparation of bids and proposals, contract negotiations and contracting administration. These units are also

responsible for the Progress Payment Program that gives access to pre-shipment financing to some small and medium sized enterprises.

#### ♦ Corporate Strategy

This unit is responsible for increasing awareness and usage of CCC services among exporters, trade intermediaries, foreign buyers. It focuses on strategic planning, sectoral marketing, communications, media, government relations, events and trade shows. This unit is also responsible for planning and implementing the IM/IT infrastructure for the Corporation.

#### ♦ Human Resources & Administration

The unit oversees the human resources, administration, health and safety, official languages, rewards and recognition, multiculturalism, translation and security requirements of the Corporation.

#### ♦ Risk and Financial Services

This unit is responsible for ensuring sound financial and risk management practices for all policies and programs of the Corporation.

### Information Holdings

#### Program Records

##### Canadian Commercial Corporation Files

**Description:** The Corporation's files contain information relating to contracts concluded with foreign governments and international agencies on behalf of Canadian suppliers. **Topics:** Exports, contracts; defense industry; developing countries; foreign governments; foreign trade; international trade; supplier listings and contracts; trade development; international financial institutions.

**Program Record Number:** CCC CCC 005

#### Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standards Program Records and a description of their contents.

##### Accounts and accounting

##### Acts and legislation

##### Administration

##### Administration and Management Services

**Audits**  
**Budgets**  
**Buildings and Properties**  
**Equipment and Supplies**  
**Employment and Staffing**  
**Finance**  
**Furniture and Furnishings**  
**Human Resources**  
**Office Appliances**  
**Official Languages**  
**Pensions and Insurance**  
**Personnel**  
**Procurement**  
**Staff Relations**  
**Training and Development**

## Additional Information

Please see the INSTRUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Please note: Requests made to the Canadian Commercial Corporation under the Access to Information Act must be accompanied by a \$5.00 cheque or money order made payable to the Canadian Commercial Corporation.

Requests for further information about the Corporation and its various programs and functions may be directed to the following:

Canadian Commercial Corporation  
General Enquiries  
50 O'Connor Street  
Suite 1100  
Ottawa, Ontario  
K1A 0S6  
Tel.: 1 (800) 748-8191

## Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The hours of operation are from 08:30 to 17:00, Monday to Friday.

# Canadian Cultural Property Export Review Board

## Chapter 23

### General Information

#### Background

The Cultural Property Export Review Board was established through the Cultural Property Export and Import Act on September 6, 1977. The duties of the Review Board as set out in section 20 of the Act are: pursuant to section 29, to review applications for export permits; pursuant to section 30, to make determinations respecting fair cash offers to purchase; and pursuant to section 32 and section 33.1, to make determinations and redeterminations for the purpose of subparagraph 39(1)(a) (i.1) or 110(1)(b.1) of the Income Tax Act.

Administrative services to the Review Board are provided through the Department of Canadian Heritage by the Movable Cultural Property Secretariat. All Review Board files are housed with the Secretariat. The personal information they contain pertains to members of the Review Board, applications for grants, loans, cultural property export permits, appeals against the refusal of cultural property export permits and applications for the certification of cultural property submitted on behalf of donors or vendors. Application forms are filed by number but can be accessed through a manual cross-index or automated system containing the name of the appellant (in the case of an appeal) or the donor/vendor (in the case of certification). Review Board member files are maintained in alphabetical order.

#### Responsibilities

The Review Board is responsible for preserving in Canada significant examples of Canadian heritage in movable cultural property, reviewing applications for export permits, making determinations on fair cash offers to purchase and making determinations for the purposes of the Income Tax Act. It also provides advice to the Minister of Canadian Heritage on matters affecting the preservation in Canada of the heritage in movable cultural property. In particular, it recommends to the Minister, pursuant to section 35 of the Act, grants and loans to designated institutions and public authorities in Canada for the purchase of objects for which permits have been refused under the Act, or for the purchase of cultural property outside Canada that is related to the national heritage. The grants and loans are made out of monies appropriated annually by Parliament.

In reviewing an application for an export permit the Board must determine whether the object in question: is included in the Canadian Cultural Property Export

Control List; is of outstanding significance by reason of its close association with Canadian history or national life, its aesthetic qualities or its value in the study of the arts or sciences; is of such a degree of national importance that its loss would significantly diminish the national heritage.

Where the Review Board determines that the cultural property subject of an application meets the criteria of outstanding significance and national importance, and the cultural property qualifies for certification for income tax purposes, the Review Board issues a Cultural Property Income Tax Certificate to the donor/vendor, once legal disposition has been made to the institution making such an application. It should be noted that objects proposed for certification need not be included in the Canadian Cultural Property Export Control List. Thus objects less than 50 years old or made by a living person may qualify. It should also be noted that a certified cultural property subject of a Cultural Property Income Tax Certificate is exempt from tax on taxable capital gains when disposed of (by gift or sale) to an institution or public authority in Canada designated for the purpose and, in the case of a donation, also qualifies for the 100 percent tax credit provision under the Income Tax Act.

#### Legislation

- Cultural Property Export and Import Act

#### Organization

##### ♦ Movable Cultural Property Secretariat

The Secretariat provides administrative services to the Review Board and coordinates the export control system.

### Information Holdings

#### Program Records

##### Cultural Property Exports and Imports

**Description:** Information on the export of cultural objects in the "National Treasure" category and the transfer of ownership of such objects to public institutions through the provisions of grants and tax incentives as set out under the Cultural Property Export and Import Act. **Topics:** Implementation of the Cultural Property Export and Import Act; export permits and control; expert examiners; permit officers; certification;



designation; grants and loans; case files on illegal exports and imports; consultants and special advisors.

**Program Record Number:** CPE CPI 005

## Personal Information Banks

### Appeals

**Description:** An applicant for a cultural property export permit, whose permit is refused by an expert examiner, may appeal this decision to the Canadian Cultural Property Export Review Board. The process of appeal, including the disposition of the relevant information, is set out in section 29 of the Cultural Property Export and Import Act. The information in this bank includes the original permit application, the advice of the expert examiner and any other experts consulted, and administrative correspondence related to the conduct of the appeal. In each case, the information contained in an appeal file is shared with all interested parties.

**Class of Individuals:** Individuals seeking to export cultural property which is subject to control. **Purpose:** To determine if an export permit should be granted.

**Retention and Disposal Standards:** Files are kept for ten years. **PAC Number:** 79-002 **Related to PR#:** CPE CPI 005 **TBS Registration:** 000116 **Bank Number:** CPE PPU 005

### Certification

**Description:** The purpose of this bank is to enable the Review Board to make determinations concerning the certification of cultural property for income tax purposes, and to issue cultural property income tax certificates. The application files contain information concerning the fair market value of objects being transferred to designated institutions by individual donors or vendors. Material held in the bank includes the application, appraisals, declaration of authenticity, information on provenance, significance of the object, deeds of gift or purchase agreements and, in the case of a sale, the purchase price. Copies of any advice from experts consulted and a copy of the tax certificate are also included. **Class of Individuals:** Individuals who donate or sell cultural property to designated Canadian cultural institutions. **Purpose:** Certification of cultural property for income tax purposes and the issuance of cultural property income tax certificates. **Retention and Disposal Standards:** Files are retained for ten years and are then transferred to the National Archives of Canada. **PAC Number:** 79-002 **Related to PR#:** CPE CPI 005 **TBS Registration:** 000117 **Bank Number:** CPE PPU 010

### Certification – Appeals Before the Tax Court

**Description:** In accordance with section 33.1 of the Cultural Property Export and Import Act, redeterminations of fair market value made by the Canadian Cultural Property Export Review Board may

be appealed to the Tax Court of Canada. Any person who has irrevocably disposed of an object, the fair market value of which has been redetermined under subsection 32(5), to a designated institution or public authority may, within ninety days after the day on which a Cultural Property Income Tax Certificate is issued in relation to that object, appeal the redetermination to the Tax Court of Canada. Material held in the bank includes the Notice to Appeal filed with the Tax Court, correspondence with legal counsel, reports prepared by expert witnesses, court documents, copies of the original tax certificate, correspondence, and application for certification of cultural property for income tax purposes. **Note:** Some of these records may be protected by solicitor client privilege. **Classes of Individuals:** Individuals who donate or sell cultural property to designated institutions. **Purpose:** The Tax Court of Canada may confirm or vary the fair market value and, for the purposes of the Income Tax Act, the value fixed by the Court is deemed to be the fair market value of the object determined by the Review Board in respect of its disposition. **Retention and Disposal Standards:** Files are retained for ten years and are then transferred to the National Archives of Canada. **PAC Number:** 94/010 **TBS Registration:** 004255 **Bank Number:** CPE PPU 030

### Export Permits

**Description:** In accordance with section 4 of the Cultural Property Export and Import Act, an export permit must be obtained for cultural property which is more than 50 years old and made by a person who is no longer living. The permit application procedures are set out in the Act and the regulations. This bank contains original permit applications and supporting documentation, including correspondence and photographs. **Class of Individuals:** Applicants for export permits and general export permits. **Purpose:** The information was compiled in accordance with the regulations established under the Cultural Property Export and Import Act for export controls affecting cultural property. **Retention and Disposal Standards:** Files are retained for ten years and are then transferred to the National Archives of Canada. **Related to PR#:** CPE CPI 005 **TBS Registration:** 002588 **Bank Number:** CPE PPU 015

### Permit Officers, Expert Examiners and Applications for Grants and Loans

**Description:** This bank contains information about individuals designated as permit issuing officers and expert examiners for the purposes of export controls affecting cultural property. Permit issuing officers are employees of Revenue Canada who issue the permits, while expert examiners are employees of curatorial institutions who make determinations about the objects being exported. Grants for the purchase of cultural property are available for objects for which export

permits have been refused, or which are located outside of Canada and are related to the Canadian national heritage. **Class of Individuals:** Employees of Revenue Canada; museum curators; dealers and collectors of cultural property. **Purpose:** The information has been compiled to maintain listings of permit issuing officers and expert examiners responsible for ensuring the efficient operations of the export control system. Information about individuals selling cultural property is required to establish their eligibility for a grant. **Retention and Disposal Standards:** Files are retained for ten years and then transferred to the National Archives of Canada. **Related to PR#:** CPE CPI 005 **TBS Registration:** 002587 **Bank Number:** CPE PPU 020

### Review Board Members

**Description:** Section 18 of the Cultural Property Export and Import Act establishes the Canadian Cultural Property Export Review Board and defines the composition of its membership. Information in this bank includes the curricula vitae of members, Orders-in-Council appointing them to the Board, correspondence, travel expense claims, press releases and articles by and about members. **Class of Individuals:** Members of the public; curators; dealers and collectors. **Purpose:** The information was compiled to determine the professional qualifications of individuals and their eligibility for membership on the Board. Some information is also used in the completion of travel documentation and for remuneration of members. **Retention and Disposal Standards:** Files are retained for ten years and are then transferred to the National Archives of Canada. **Related to PR#:** CPE CPI 005 **TBS Registration:** 002589 **Bank Number:** CPE PPU 025

## Manuals

- Applications for Certification of Cultural Property for Income Tax Purposes – Information and Procedures
- Designation of Institutions and Public Authorities – Information and Procedures
- Exporting Cultural Property from Canada. This publication includes:
  - Canadian Cultural Property Export Control List
  - Canadian Cultural Property Export and Import Act
  - Cultural Property Export Guide
  - Regulations Respecting the Export from Canada of Cultural Property

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board and its various programs and functions may be directed to:

Canadian Cultural Property Export Review Board  
15 Eddy Street  
3<sup>rd</sup> Floor  
Hull, Quebec  
K1A 0M5

Tel.: (819) 997-7761

Fax: (819) 997-7757

E-mail: revboard\_sec.@pch.gc.ca

## Reading Room

The library of the Department of Canadian Heritage has been designated as a public reading room in accordance with the Access to Information Act. The address is:

15 Eddy Street  
2<sup>nd</sup> Floor  
Hull, Quebec

# Canadian Dairy Commission

## Chapter 24

### General Information

#### Background

The Canadian Dairy Commission, a Crown Corporation established by the Canadian Dairy Commission Act in October 1966, is accountable to Parliament through the Minister of Agriculture and Agri-Food. A chairman and chief executive officer, a vice-chairman and a commissioner are appointed by Governor in Council to head the corporation. Funded by the federal government, producers and the marketplace, the Commission strives to balance and serve the interests of all dairy stakeholders – producers, processors, further processors, exporters, consumers and governments.

#### Responsibilities

The legislated objects of the Commission are to provide efficient producers of milk and cream with the opportunity of obtaining a fair return for their labour and investment, and to provide consumers with a continuous and adequate supply of dairy products of high quality.

The Commission has the authority to purchase, store, process or sell dairy products; to make payments to milk and cream producers for the purpose of stabilizing the price of industrial milk and cream (phased out as of January 31, 2002); to investigate matters relating to the production, processing or marketing of any dairy product; and to help promote the use of dairy products.

In meeting its legislated object, the Commission carries out a wide range of activities. It calculates support prices at which it will purchase butter and skim milk powder. These prices are used as a reference at the provincial level in pricing milk components sold to processors. It also works with the private sector to balance the seasonal demand and supply of industrial milk products for the domestic market through the operation of storage programs and facilitates the export of dairy products to world markets within Canada's World Trade Organization (WTO) commitments. Additionally, the Commission acts as first receiver of butter imports to fulfill Canada's international trade obligations and administers a permit system which provides further processors and exporters with access to competitively-priced milk components for use in the manufacturing of dairy products and products containing dairy ingredients.

The supply of industrial milk and cream is managed nationally through the establishment of Market Sharing Quotas (MSQ) as determined by provisions of the National Milk Marketing Plan. The Commission, in chairing the Canadian Milk Supply Management Committee (CMSMC), calculates and recommends the level of national MSQ and provincial market shares that are determined by the CMSMC. On behalf of Canadian dairy producers, the Commission administers and acts as a Secretariat to the revenue pooling and market sharing systems.

#### Legislation

- Canadian Dairy Commission Act
- Farm Income Protection Act

#### Organization

CDC policy analysts, agricultural economists, financial and marketing specialists, communications specialists, and support staff carry out work which ranges from helping industry develop broad dairy policies and facilitating the calculation of the national quota for industrial milk, to assessing the changing demand for dairy products, and facilitating the export of dairy products on the world market up to Canada's WTO commitments.

### Information Holdings

#### Program Records

##### Domestic Seasonality Programs

**Description:** Information on dairy processors using the program to balance the seasonal demand and supply of butter, skim milk powder and certain concentrated milk products for the domestic market. **Access:** Files arranged by project and by businesses. **Storage Medium:** EDP Systems. **Program Record Number:** CDC COM 070

##### Domestic Dairy Product Innovation Program

**Description:** Information on milk provided to processors in addition to provincial quota allocations to facilitate the introduction to the domestic market of new, made-in-Canada products containing milk ingredients. **Access:** Files arranged by project and by companies. **Storage Medium:** EDP systems. **Program Record Number:** CDC POL 005



### Pooling

**Description:** Information on the provincial utilization and revenues from sales of all milk by sub-class.

**Access:** Files arranged by project and by province.

**Storage Medium:** EDP Systems and hard copy files.

**Program Record Number:** CDC SOP 050

### Special Class Milk

**Description:** Information on processors, further processors and suppliers using the permits issued by CDC to maintain the competitiveness of the Canadian further processing industry as well as export markets within Canada's WTO commitments. **Access:** Files arranged by project. **Storage Medium:** EDP Systems.

**Program Record Number:** CDC INT 025

### Subsidy Payments and Rules

**Description:** Information on milk production and producers' eligibility for and payment of subsidy to milk producers on qualifying shipments of industrial milk and cream. **Access:** Files arranged by registration number sequence and province. **Storage Medium:** EDP systems, microfilm. **Program Record Number:** CDC SOP 055

## Personal Information Banks

### Milk Producers' Records

**Description:** The records contain farmland postal address, financial reports, amount of subsidy paid and the production data. **Class of Individuals:** Milk producers **Purpose:** This bank exists to register and furnish information and data necessary for payment of the federal dairy subsidy. **Consistent Uses:** This bank is used for the administration of the dairy policy and operation of the dairy program. **Retention and Disposal Standards:** These files are retained indefinitely. **TBS Registration:** 002997 **Bank Number:** CDC PPU 005

## Classes of Personal Information

In the course of conducting the programs and activities of the Canadian Dairy Commission, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry.

This form of personal information is normally retrievable only if requests include general background on the circumstances under which an individual contacted the Commission and an approximate time-frame. The retention period for these classes of personal information is controlled by the record schedules of the general subject files in which they are stored.

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Commission and its various programs and functions may be directed to:

Policy and Strategic Planning  
Canadian Dairy Commission  
1525 Carling Avenue  
Ottawa, Ontario  
K1A 0Z2

Tel.: (613) 792-2032

Fax.: (613) 998-4492

E-mail: [cdc-ccl@em.agr.ca](mailto:cdc-ccl@em.agr.ca)

Web Site: [www.cdc-ccl.gc.ca](http://www.cdc-ccl.gc.ca)

# Canadian Environmental Assessment Agency

## Chapter 25

### General Information

### Background

The Canadian Environmental Assessment Agency (the Agency) was created on December 21, 1994 to administer the federal environmental assessment process under the Canadian Environmental Assessment Act. The Agency reports directly to the Minister of the Environment. The Agency is a federal department dedicated to administering and promoting environmental assessment policies and practices of the federal government. Its mission is to provide Canadians with high-quality federal environmental assessments that contribute to informed decision making in support of sustainable development.

### Responsibilities

The Agency's main responsibilities are: to administer the federal environmental assessment process; to provide advice to the Minister of the Environment on the Minister's responsibilities under the Act; to provide opportunities for public participation in the federal environmental assessment process and to promote sound environmental assessment practices.

### Legislation

The Canadian Environmental Assessment Act is complemented by the following regulations:

- the Law List;
- the Comprehensive Study List;
- the Inclusion List;
- the Exclusion List;
- the Federal Authorities Regulations;
- the Projects Outside Canada Environmental Assessment Regulations;
- the Regulations Respecting Co-ordination by Federal Authorities of Environmental Assessment Procedures and Requirements Regulations; and
- the Canada Port Authority Environment Assessment Regulations.

### Organization

The Agency is structured in three main sectors: Program Delivery, Policy Development and Corporate Services. The Agency's Legal Services reports directly to the President, who heads the Agency.

#### ♦ Legal Services

Legal Services provides professional legal services to the Agency and other federal departments regarding the design and implementation of the Act and the environmental assessment regulatory framework.

#### Program Delivery Sector

##### ♦ Project Assessment

Project Assessment develops and manages effective and independent public reviews and mediations to fulfil the Agency's mission and manages the Participant Funding Program.

It also undertakes and manages the Agency's responsibilities for comprehensive studies and class screenings; provides guidance to responsible authorities and proponents; and advocates timely, efficient, high-quality environmental assessments of projects.

##### ♦ Regional Liaison and Guidance

Regional Liaison and Guidance provides the Agency's clients across the country with information, advice and services to enhance the quality of environmental assessment to promote compliance with the Act and its regulations. It offers advice and training on the Act and good environmental assessment practices.

The six regional offices across Canada provide expert advice, training and information on environmental assessment activities and practices to other federal departments and agencies, the provinces and territories, First Nations, industry, universities, environmental groups and other stakeholders.

Regional Liaison and Guidance also provides advice and support services to the President of the Agency as the federal Administrator of the James Bay and Northern Quebec Agreement (JBNQA). It also provides guidance to partners and stakeholders on environmental assessments under the JBNQA.

#### Policy Development Sector

##### ♦ Legislative and Regulatory Affairs

Legislative and Regulatory Affairs provides a legislative and regulatory framework for integrating environmental assessment into federal decision making and monitors and promotes compliance within that framework.

It provides support to the Minister's Regulatory Advisory Committee and the federal government Senior Management Committee on Environmental Assessment.

### ◆ Policy Analysis

Policy Analysis facilitates the consistent application of federal environmental assessment requirements through interdepartmental co-ordination and harmonization with environmental assessment processes of provinces and other jurisdictions. It provides guidance to departments in their fulfilment of the 1999 Cabinet Directive on the Environmental Assessment of Policy, Plan and Program Proposals.

It provides advice on Aboriginal environmental assessment matters to the Agency and other clients in order to shape the federal approach to integrating environmental assessment requirements into comprehensive land-claim agreements, self-government agreements and federal devolution initiatives.

It also represents Canada in international negotiations related to environmental assessment.

## Corporate Services Sector

### ◆ Communications

Communications provides communications advice, planning, production and related services in support of the Agency's strategic objectives. It promotes environmental assessment to the public. Communications manages the Agency's web site and a communications program which facilitates informed public participation in the federal environmental assessment process. The Agency's web site can be accessed at [www.ceaa-acee.gc.ca](http://www.ceaa-acee.gc.ca). Communications also manages the parliamentary relations, ministerial services and Access to Information Act and Privacy Act activities.

### ◆ Ministerial Correspondence

The Ministerial Correspondence Unit ensures the timely processing of ministerial correspondence relating to environmental assessment.

### ◆ Finance and Administration

Finance and Administration provides financial and administrative advice to the Agency.

### ◆ Human Resources

Human Resources provides professional advice and human resources services to all of the Agency's employees.

## Information Holdings

### Program Records

#### Aboriginal Peoples

**Description:** Information on the contribution of the Agency and its predecessor, the Federal Environmental Assessment Review Office, to the negotiation and implementation of comprehensive land claims and self-government agreements and on the development of regulations under the Act concerning environmental assessment in relation to Indian Aboriginal Reserve Lands and Indian Band Funding. **Access:** Files are arranged by subject. **Program Record Number:** CEAA ABO 100

#### Communications

**Description:** Correspondence, reports, memoranda, general enquiries and requests from individuals and organizations. **Topics:** General correspondence, annual reports, mailing lists, publications, audio-visual documents, speeches, exhibits, news releases, environmental assessment panel reports. **Access:** Files are arranged by subject. **Program Record Number:** CEAA COM 105

#### Environmental Assessment Projects

**Description:** Information on projects undergoing assessment, including potential project candidates for assessment; project assessments being conducted by responsible authorities for which advice is sought from the Agency; and projects subject to class screening, comprehensive study and review by a mediator or a panel. **Access:** Files are organized by project name and region. **Program Record Number:** CEAA ENV 110

#### Federal/Provincial Agreements

**Description:** Information on federal provincial agreements for environmental assessment co-operation. **Topics:** Bilateral agreements with provinces on environmental assessment co-operation, Environmental Harmonization Agreement of the Canadian Council of Ministers of the Environment, general correspondence, communiqués. **Access:** Files are organized by subject area. **Program Record Number:** CEAA FPA 115

#### International Agreements

**Description:** Information on international agreements or conventions on environmental assessment for which Canada is a signatory. **Topics:** UN Economic Commission for Europe Convention on Environmental Impact Assessment in a Transboundary Context, North American Agreement on Environmental Co-operation, bilateral environmental agreements. **Access:** Files are organized by subject. **Program Record Number:** CEAA INT 120



## Legislative and Regulatory Development

**Description:** Information on the development and application of the 1984 Environmental Assessment and Review Process Guidelines Order, the Canadian Environmental Assessment Act and regulations under the Act, including related public consultations and activities of the Regulatory Advisory Committee.

**Access:** Files are arranged by legislative and regulatory topic and related activities. **Program Record Number:** CEAA LEG 125

## Participant Funding Program

**Description:** Correspondence and applications relating to the Participant Funding Program administered by the Canadian Environmental Assessment Agency. **Access:** Records are kept by project. **Program Record Number:** CEAA PFP 130

## Policy Assessment

**Description:** Information on the development of the process for policy assessment at the federal level. **Access:** Files are organized by subject. **Program Record Number:** CEAA ASS 135

## Process Development

**Description:** Information on the development of processes, procedures and guidelines for the implementation of the Canadian Environmental Assessment Act. **Access:** Files are organized by subject. **Program Record Number:** CEAA DEV 140

## Professional and Non-Professional Services Contracts

**Description:** Information includes professional and non-professional service contracts and the selection process for consultants. **Topics:** Includes all aspects of professional services contracts; tender calls; requests for proposals and contract awards; contract claims and disputes. **Program Record Number:** CEAA PRO 145

## Federal Environmental Assessment Index

**Description:** Federal Environmental Assessment Index. Lists projects for which an environmental assessment has been initiated, regardless of whether the project undergoes a screening, comprehensive study, panel review or mediation. The Index provides a "one-window" access to basic information on environmental assessments being conducted under the Act. The Index provides departmental contacts for more information. **Access:** On-line access through the Internet. The information is available by province, responsible authority, ecological region and drainage basins and through a geographical information system. **Program Record Number:** CEAA FEA 150

## Sustainable Development

**Description:** Information on the Canadian Environmental Assessment Agency's Sustainable Development Strategy. **Program Record Number:** CEAA SDS 155

## Strategic Environmental Assessment

**Description:** Information related to procedures and techniques for the implementation of the 1999 Cabinet Directive of the Environmental Assessment of Policy, Plan and Program Proposals referred to as "Strategic Environmental Assessment". **Program Record Number:** CEAA SEA 160

## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a Description of their contents.

## Accounts and Accounting

## Acts and Legislation

## Administration

## Administration and Management Services

## Budgets

## Classification of Positions

## Co-operation and Liaison

## Employment and Staffing

## Equipment and Supplies

## Finance

## Furniture and Furnishings

## Human Resources

## Official Languages

## Personnel

## Procurement

## Salaries and Wages

## Training and Development

## Classes of Personal Information

### General Correspondence

Correspondence received from external organizations and individuals in the format of requests for information, complaints, comments and suggestions related to a broad range of issues pertaining to the Agency.

The personal information contained in this class normally includes the name and address of the enquirer. However, this information is fragmented throughout the subject files and is normally retrievable only if the name, subject and the date of correspondence is provided.

Information pertaining to environmental assessments may be disclosed to foreign, provincial or municipal governments as well as other interested parties unless the individual expressly requests confidentiality.

The retention periods of these classes of personal information depend on the record disposal schedules of the general subject files in which they are stored.

### **Mailing Lists**

This class contains correspondence and mailing lists, which may contain personal information in the form of an individual's name, mailing address at home or business.

The purpose of this class is to maintain standard lists for the mailing of publications, reports, press releases and other documentation on the Agency's activities and programs.

Records on the automated system are updated as required to take changes into account.

### **Ministerial Correspondence**

This class of information contains correspondence addressed to the Minister and received by the Agency's correspondence unit from external organisations and individuals in the form of requests for information, complaints, opinions and other similar submissions related to a broad range of issues pertaining to the Agency's activities, wherein some unsolicited personal information has been provided by the correspondents. This type of information would be retrievable only if specifics of name, date of communication and subject are provided.

Information pertaining to environmental assessments may be disclosed to foreign, provincial or municipal governments as well as other interested parties unless the individual expressly requests confidentiality.

The retention period for these classes of information depends on the record schedules of the subject files in which the information is stored.

## **Manuals**

- Consolidated Regulations Under the Canadian Environmental Assessment Act (Inclusion List, Exclusion List, Comprehensive Study List, Law List) – Unofficial versions with explanations of amendments made in November 1999
- Cumulative Effects Assessment, Practitioner's Guide
- Guide to Information Requirements for Federal Environmental Assessment of Mining Projects in Canada – Test Version

- Guide to the Preparation of a Comprehensive Study for Proponents and Responsible Authorities
- Operational Policy Statement: Addressing Cumulative Environmental Effects Under the Canadian Environmental Assessment Act
- Operational Policy Statement: Addressing "Need for", "Purpose of", "Alternatives to" and "Alternative Means" under the Canadian Environmental Assessment Act
- Operational Policy Statement Establishing the Scope of the Environmental Assessment
- Operational Policy Statement: Preparing Project Descriptions under the Canadian Environmental Assessment Act
- Operational Policy Statement: Using the Class Screening Process under the Canadian Environmental Assessment Act
- Procedures for an Assessment by a Review Panel
- Reference Guide: Addressing Cumulative Environmental Effects
- Reference Guide: Assessing Environmental Effects on Physical and Cultural Heritage Resources
- Guide on Biodiversity and Environmental Assessment
- Reference Guide – Determining Whether A Project is Likely to Cause Significant Adverse Environmental Effects
- Reference Guide for Projects Proponents on the Cost Recovery of Environmental Assessment Review Panels
- Reference Guide for the Federal Co-ordination Regulations
- Reference Guide – Public Registry
- Responsible Authority's Guide
- Strategic Environmental Assessment: The 1999 Directive on the Environmental Assessment of Policy, Plan and Program Proposals. Guidelines for Implementing the Cabinet Directive
- The Citizen's Guide

## **Additional Information**

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Agency's programs and functions may also be directed to the following addresses:

**Canadian Environmental Assessment Agency**

9<sup>th</sup> Floor  
200 Sacré-Coeur Boulevard  
Hull, Quebec  
K1A 0H3

Tel.: (819) 994-2578  
E-mail: [info@ceaa.gc.ca](mailto:info@ceaa.gc.ca)

**Alberta Region**

Revillon Building  
10237 – 104 Street N.W.  
Suite 100  
Edmonton, Alberta  
T5J 1B1

Tel.: (403) 422-7704  
E-mail: [ceaa.alberta@ceaa.gc.ca](mailto:ceaa.alberta@ceaa.gc.ca)

**Atlantic Region**

Suite 1030, TD Centre  
1791 Barrington Street  
Halifax, Nova Scotia  
B3J 3L1

Tel.: (902) 426-0564  
E-mail: [ceaa.atlanticBill.Coulter@ceaa.gc.ca](mailto:ceaa.atlanticBill.Coulter@ceaa.gc.ca)

**Pacific and Northern Region**

757 West Hastings Street  
Suite 320 – Sinclair Centre  
Vancouver, British Columbia  
V6C 1A1

Tel.: (604) 666-2431  
E-mail: [ceaa.pacificPaul.Scott@ceaa.gc.ca](mailto:ceaa.pacificPaul.Scott@ceaa.gc.ca)

**Prairie Region**

123 Main Street  
Suite 263  
Winnipeg, Manitoba  
R3C 4W2

Tel.: (204) 984-2457  
E-mail: [ceaa.prairiesDan.McNaughton@ceaa.gc.ca](mailto:ceaa.prairiesDan.McNaughton@ceaa.gc.ca)

**Quebec Region**

1141 de l'Église Street  
Room 105, First Floor  
P.O. Box 9514  
Sainte Foy, Quebec  
G1V 4B8

Tel.: (418) 649-6444  
E-mail: [ceaa.quebec@ceaa.gc.ca](mailto:ceaa.quebec@ceaa.gc.ca)

**Ontario Region**

55 St-Clair Avenue East  
Room 907  
Toronto, Ontario  
M4T 1M2

Tel.: (416) 952-1575  
E-mail: [louise.knox@ceaa.gc.ca](mailto:louise.knox@ceaa.gc.ca)

**Reading Room**

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading.

Fontaine Building  
9<sup>th</sup> Floor  
200 Sacré-Coeur Boulevard  
Hull, Quebec  
K1A 0H3



# Canadian Film Development Corporation

## Chapter 26

### General Information

#### Background

The Canadian Film Development Corporation was established by an Act of Parliament (R.S.C. 1970, c. C-8) in March 1967. The Corporation, publicly known as Telefilm Canada, is dedicated primarily to the development and promotion of the Canadian film, television and new media industry. The Corporation acts as one of the government's principal instruments for providing strategic leverage to the Canadian private sector.

#### Responsibilities

The Government of Canada acts as a partner to the Canadian television, film and new media industry through Telefilm Canada, which provides support either in the form of financial investment or through the other resources at its disposal.

The Corporation meets the diverse needs of the industry through a wide range of funds. Support is available at all stages of the process, from screenplay development to final production and beyond to the distribution and marketing of finished products in Canada and abroad.

Telefilm Canada is a Crown corporation that reports to Parliament through the Minister of Canadian Heritage. It is headed by a board of directors, whose chair is appointed by the Governor in Council. On the recommendation of the Corporation's board, the Governor in Council also appoints an executive director, who acts as chief executive officer and is responsible for day-to-day operations. The Corporation is headquartered in Montreal and maintains offices in Toronto, Vancouver, Halifax and Paris.

#### Legislation

- Canadian Film Development Corporation Act, R.S.C. 1970, c. C-8

#### Organizational Structure

##### ♦ Canadian Operations

This division has overall responsibility for the administration of Telefilm Canada's principal funds: the Feature Film Fund, the Canadian Television Fund – Equity Investment Program and the Multimedia Fund. It co-ordinates decision-making and production, distribution and development activities among the Canadian offices of the Corporation.

##### ♦ Communications and Public Affairs

This department contributes to national and international recognition of the Canadian industry. It is responsible for publications, press relations, promotional activities and the Organisation's web site, and it coordinates the support programme for Canadian festivals, Canadian Showcase.

##### ♦ Finance and Administration

This division is responsible for accounting services, financial planning, technologies and information systems, contracts administration and material resources management.

##### ♦ Human Resources

This sector's mandate is to develop a consistent level of competence and versatility throughout the Telefilm Canada team while improving the quality and efficiency of practices and policies within the management of human resources.

##### ♦ International Relations

This division comprises the Co-productions and International Markets and Festivals departments and the Paris office. It is responsible for administering international co-production agreements on behalf of the Canadian government and takes part in treaty negotiations. Co-production agreements have been signed with Algeria, Argentina, Austria, Australia, Belgium, Bosnia-Herzegovina, Brazil, Chile, China, Commonwealth of Independent States, Croatia, Cuba, Czech Republic, Denmark, Finland, France, Germany, Greece, Hong Kong, Hungary, Iceland, Ireland, Israel, Italy, Japan, Luxembourg, Macedonia, Malta, Mexico, Morocco, Netherlands, New Zealand, Norway, Philippines, Poland, Romania, Russian Federation, Singapor, Slovak Republic, Slovenia, South Africa, South Korea, Spain, Sweden, Switzerland, United Kingdom, Venezuela. The division evaluates applications submitted under these treaties and makes recommendations to the Minister of Canadian Heritage regarding provisional and final approval.

##### ♦ Office of the General Counsel and Corporate Secretary

In addition to its role as General Counsel and Secretary to the Board, and arbiter of internal conflict of interest situations, this office has taken on the duties of overseeing Access to Information Act requests.

## ♦ Policy, Planning and Research

This division is responsible for the formulation of policies and strategies for the administration of Telefilm Canada funds. It is also responsible for establishing formal liaison with industry representatives and federal and provincial institutions, and for the evaluation of the cultural and industrial impact of the Corporation's policies. Further divisional responsibilities include studies on the effects of the Corporation's various programs and the evolution of the industry in general, aimed at improving long-term planning and ensuring that Telefilm's activities effectively meet industry needs.

## Information Holdings

### Program Records

#### Co-production Agreements

**Description:** Information pertaining to the continuance or renegotiation of current co-production agreements and related correspondence; information concerning the negotiation of potential treaties and projects submitted for official co-production status. **Topics:** Treaties; policies; projects. **Access:** By country or project title. **Program Record Number:** CFD PPO 010

#### Distribution and Marketing

**Description:** Information on loans granted through the distribution and marketing funds administered by the Corporation; information pertaining to the distribution and marketing of audiovisual products. **Topics:** Contracts; revenues; distributors; agents; territories; markets. **Access:** By project title, country, company or market. **Program Record Number:** CFD DAM 025

#### Policy and Planning

**Description:** Information on internal Telefilm policy and on the evaluation of and response to this policy by other government agencies and departments and industry interest groups. **Topics:** Financial planning; internal policy and planning; federal government; general industry policy; industry relations. **Access:** Financial planning files, by date; all other documents arranged alphabetically, by issue or organization. **Program Record Number:** CFD PPO 005

#### Production

**Description:** Information on transactions carried out under the Corporation's production funds. **Topics:** Readers' reports; contracts; financial information; subsidiary documents. **Access:** Submissions accepted or rejected, by project title. **Program Record Number:** CFD PRO 015

## Industry Support

**Description:** Information relating to assistance provided in various forms to the audiovisual industry by the Corporation. **Topics:** Festivals; markets; seminars; workshops. **Access:** By event or organization. **Program Record Number:** CFD DAM 020

## Manuals

- Policies and Guidelines – The Canadian Film Development Corporation

## Additional Information

See the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

General information on current Telefilm Canada funds and activities may be obtained in person, by telephone or by written request to one of the Corporation's offices listed below:

### Montreal – Head Office

Telefilm Canada  
360 St. Jacques Street  
Suite 700  
Montréal, Quebec  
H2Y 4A9

Tel.: (514) 283-6363

### Ottawa

Telefilm Canada  
360 Albert Street  
Suite 1560  
Ottawa, Ontario  
K1A 0M9

Tel.: (613) 947-2938

### Halifax

Telefilm Canada  
1684 Barrington Street  
3rd Floor  
Halifax, Nova Scotia  
B3J 2A2

Tel.: (902) 426-8425

**Toronto**

Telefilm Canada  
2 Bloor Street West  
22<sup>nd</sup> Floor  
Toronto, Ontario  
M4W 3E2

Tel.: (416) 973-6436

**Vancouver**

Telefilm Canada  
440 Cambie Street  
Suite 310  
Vancouver, British Columbia  
V6B 2N5

Tel.: (604) 666-1566

**France**

Telefilm Canada  
5, rue de Constantine  
75007 Paris  
France

Tel.: (33-1) 44.18.35.30

**Reading Room**

In accordance with the Access to Information Act, an area in each of the Corporation's offices listed above has been designated as a public reading room.



# Canadian Food Inspection Agency

## Chapter 27

### General Information

#### Background

The Canadian Food Inspection Agency (CFIA) was created in 1997 to consolidate the delivery of all federally mandated food inspection, plant protection and animal health programs – delivery that was previously provided by four federal government departments: Agriculture and Agri-Food Canada, Fisheries and Oceans Canada, Health Canada and Industry Canada.

#### Responsibilities

The Canadian Food Inspection Agency, reporting to the Minister of Agriculture and Agri-Food, delivers all federal inspection services related to

- food;
- animal health; and
- plant protection.

This includes responsibility for the administration and enforcement of 13 Acts and 32 sets of regulations.

Health Canada, reporting to the Minister of Health, establishes policies and standards relating to the safety and nutritional quality of food sold in Canada. In addition, Health Canada assesses the effectiveness of CFIA's activities related to food safety.

#### Legislation

- Agriculture and Agri-Food Administrative Monetary Penalties Act
- Canada Agricultural Products Act
- Canadian Food Inspection Agency Act
- Consumer Packaging and Labelling Act (as it relates to food)
- Feeds Act
- Fertilizers Act
- Fish Inspection Act
- Food and Drugs Act, Sections 2 and 27 (as it relates to food)
- Health of Animals Act
- Meat Inspection Act
- Plant Breeders' Rights Act
- Plant Protection Act
- Seeds Act

### Organization

#### ♦ Canadian Food Inspection Agency

The Agency Executive consists of the President, an Executive Vice-President, a Vice-President Operations, a Vice-President Programs, a Vice-President Public & Regulatory Affairs, a Vice-President Human Resources, an Associate Vice-President Science Evaluation, a Comptroller, an Executive Director International Affairs, a Director Legal Services, a Director Corporate Audit & Evaluation and a Special Advisor to the President.

### Information Holdings

#### Program Records

##### Analytical Methodology Development

**Description:** Information on analytical methodologies to support and enhance the quality of scientific analysis provided by the division. **Topics:** Methodology research proposals; assessment studies; methods validation; establishment and dissemination of methodology; program review; analytical literature surveys; research reports; publications; investigational sampling requests, and results. **Program Record Number:** CFIA AMD 070

##### Biological Programs

**Description:** Information on the identification of pests and on analysis of pest risk. **Topics:** Lists of intercepted pests; insects and plant diseases; surveys; pest identification; and analysis of pest risk. **Program Record Number:** CFIA BIO 170

##### Disease Control

**Description:** Information on the prevention, control and eradication of communicable and other diseases, and on compensation for related losses. **Topics:** Animal diseases — brucellosis, tuberculosis, rabies and other indigenous diseases; foreign animal diseases; reportable diseases of animals and poultry; artificial insemination; embryo transfer; veterinary biologics; the following database: Wildlife Serum Bank. **Storage Medium:** Machine-readable records are available on brucellosis survey arranged by herd at headquarters; also on herd serum banking and rabies control. **Program Record Number:** CFIA CON 025

### Export and Domestic Programs (Plants)

**Description:** Information on the planning and maintenance of a national program designed to prevent the spread of pests within Canada, survey for and control quarantine pests occurring in Canada and to ensure the acceptance of Canadian agricultural and forestry products in export markets and for movement within Canada by being free of plant pests and meeting the health standards of the receiving country or region.

**Topics:** Export agriculture and forestry products to foreign and domestic markets; pest distribution (publications); ship, mill and elevator sanitation inspection; plant quarantine importation requirements of foreign and domestic market; decontamination and fumigation; pesticide application, phytosanitary export and domestic movement certification; quarantines; the following database: Plant Pest Database. **Program Record Number:** CFIA EDP 156

### Export and Import

**Description:** Information on the certification of Canadian meat and meat products and egg and egg products for export to comply with the requirements of foreign countries. Compliance of imported meat, meat products and egg and egg products and all of the byproducts with Canadian standards. **Topics:** Import certification; Export certification; foreign inspection system and foreign country residue monitoring programs and establishment reviews; review of registered Canadian and foreign facilities to comply with export and import requirements; statistics; complaints; enforcement and compliance; policy development.

**Access:** Retension and Disposal Standards: Information is presently maintained in archives for a period of 15 years **Storage Medium:** List of all approved foreign establishment; products for import and export, and statistics on the import and export of meat are computer available. **Program Record Number:** CFIA EXP 090

### Export Testing and Certification

**Description:** Information on the acceptability of Canadian animals and products for export by ensuring their being free of disease or disease-causing agents and by meeting the standards of importing countries. **Topics:** Species of animals; disease and disease-causing agents; import requirements of foreign countries; export testing programs and certification; facilitating export; export of livestock, non-traditional exotic species, birds; poultry; export of plants. **Program Record Number:** CFIA ETC 020

### Feed Evaluation, Registration and Compliance

**Description:** Information on pre-sale evaluation of feed, registration of feed, and inspection of feed production and products to ensure compliance with regulatory requirements. **Topics:** Evaluation of feed; approval of single ingredients; correspondence;

labelling; certificates of registration; registration continuance certificates; product inspection; Feedmill inspection; toxicity, residues and diseases; violations; hay and straw grading; the following database: Livestock Feeds Contaminants Database. **Storage Medium:** Feed database of registered products and listing of analytical results of feed samples are machine-readable; microfilm for expired certificates of registration and company correspondence. **Program Record Number:** CFIA FRC 145

### Fertilizer Evaluation, Registration and Compliance

**Description:** Information on pre-sale evaluation and registration of fertilizer and on inspection of fertilizer products to ensure compliance with regulatory requirements. **Topics:** Evaluating fertilizer; approval of single ingredients; correspondence; labelling; certificates of registration; product inspection; toxicity residues and diseases; violations; the following databases: Compendium of Fertilizer-Use Pesticides, Heavy Metal Concentrations in Fertilizers and Fertilizer Materials, Levels of Pesticide Contaminants in Fertilizers. **Storage Medium:** Listing of analytical results of fertilizer samples, Canadian fertilizer plant statistics and fertilizer database of registered products are machine-readable. **Program Record Number:** CFIA FEV 150

### Fish Inspection

**Description:** Inspection of fish products in export including inter-provincial and import for safety and quality; inspection of industry Quality Management Program. **Topics:** Product inspection and certification for export; monitoring of industry processing and grading practices; inspection of fish harvesting, handling, transportation, storage and processing facilities, development and testing of grade standards; development and enforcement of regulations. **Access:** Records are arranged numerically by subject. **Storage Medium:** Listing of analytical results of fertilizer samples, Canadian fertilizer plant statistics and fertilizer database of registered products are machine-readable. **Program Record Number:** CFIA INS 483

### Grading, Standards and Labelling (Dairy, Fruit and Vegetables)

**Description:** Information on grading programs, quality standards and on the design and control of labelling requirements. **Topics:** Standards — dairy, fresh fruit and vegetables, processed fruit and vegetables, honey and maple products; grading of dairy products; monitoring the grading of fruit and vegetable products; label design and approval; packaging; weight and volumes; studies and surveys; policy development; consultation with governmental and non-governmental organizations. **Program Record Number:** CFIA DFV 045



### Humane Treatment of Animals

**Description:** Information on the prevention of stress-related diseases in animals and humane treatment of animals being transported within Canada or imported to or exported from Canada. **Topics:** Enquiries; reports; correspondence; transportation systems; ports of entry; recommended codes of practice for farm animals. **Program Record Number:** CFIA HTA 010

### Import and Export (Seed Potatoes)

**Description:** Information on the control of imports, export certification, and facilitation of seed potato trade. **Topics:** Phytosanitary agreements; facilitation of trade; import standards; export certification; complaint investigation (foreign); evaluation of foreign certification programs. **Program Record Number:** CFIA IMP 125

### Import Program (Plants)

**Description:** Information on the planning and maintenance of a national program to prevent the introduction and establishment in Canada of foreign plant pests detrimental to the Canadian agricultural and forestry industries. **Topics:** Import permits; port inspection statistics, commercial; port inspection statistics, non-commercial; quarantine and decontamination; importation of agricultural and forest products. **Storage Medium:** Airport inspection file is machine-readable. **Program Record Number:** CFIA IPP 155

### Import, Export and Interprovincial Control

**Description:** Information on the control and regulation of import, export and interprovincial movement of dairy, fresh and processed fruit, vegetable products and honey and maple products. **Topics:** Export certification; compliance to import regulations; concessions — processing and packaging; consultations — associations, government agencies (foreign and domestic); statistics; complaints; policy development. **Program Record Number:** CFIA IEI 055

### Importation of Animals / Animal Genetics / Animal Products

**Description:** Information on the control of animal and animal pathogens imports to prevent animal disease from gaining entry into Canada. **Topics:** Veterinary inspection reports; Foreign Animal Disease (FAD) strategy documents; quarantine station activity reports; import protocols; risk assessments; import permit applications; import permits; laboratory diagnostic test results, import of animal pathogens; import of game farm and zoological garden animals; import of pets; feathers; skins, hides and wool; import of birds; fertilizers; tankage; plant products; insects; others (tropical fish, amphibians, worms). **Program Record Number:** CFIA ANI 015

### Inspection and Compliance

**Description:** Information on the development, implementation and monitoring of a national field compliance program for registered pesticides. **Topics:** Monitoring; investigation; enforcement; verifications, sampling. **Program Record Number:** CFIA INS 140

### Inspection and Enforcement

**Description:** Information on the inspection and enforcement of standards governing seed quality. **Topics:** Seed inspection; violations and detentions; crop inspection; grading; diseases; seed testing. **Program Record Number:** CFIA ENF 100

### Inspection and Monitoring

**Description:** Information on the inspection and monitoring of dairy, fresh and processed fruits and vegetables, honey and maple products and certain other products; and on related establishments. **Topics:** Product inspection; establishment inspection; laboratory analysis; certificates of inspection; system auditing; consultation with governmental and non-governmental organizations; violations and prosecutions; inspection fees; complaints; compliance; policy development; the following database: Residues in Agri-Foods Monitoring Program. **Program Record Number:** CFIA MON 060

### Inspection and Monitoring (Meat and Poultry Products)

**Description:** Information on the inspection, slaughter, monitoring and auditing of food animals, meat products, meat-by products and plant sanitation. **Topics:** Testing — toxicity, agricultural chemicals and veterinary drug residues, contaminants; slaughter and disease monitoring; complaint investigation; transport and plant sanitation; inspection auditing; surveys; national and regional inspection and audits — slaughterhouses, storage and processing facilities; stamping devices; policy development. **Storage Medium:** Files of statistics on monthly red meat and poultry kills, disease condemnations and establishment reviews are computer available as well as chemical and veterinary drug residues in Agri-Food monitoring. **Program Record Number:** CFIA MPP 075

### Inspection, Testing and Certification

**Description:** Information on the inspection and testing of seed potatoes, and certification for domestic markets. **Topics:** Seed multiplication; seed potato improvement; inspection; enforcement; training programs; storage and transportation; testing (seed lots, field and post-harvest); inventory of varieties; assessment of varieties; complaint investigation (domestic); federal-provincial consultations. **Program Record Number:** CFIA ITC 115



### Pathology Services

**Description:** Diagnostic service and research activities related to animal diseases, consultation and licensing for use of biologics, veterinary and pest control products. **Topics:** Diseases (agents of disease, transmission to humans, economic loss due to disease); diagnostic activities; diagnostic reagents; registration consulting service; licensing and use of biologics, veterinary and pest control products.

**Program Record Number:** CFIA PAT 005

### Pest Control

**Description:** Relates to pest control programs, diseases and parasites of plants and animals, control methods for specific pests, test data. **Topics:** Policies and general information on pest control; adjuvants; hard surface antimicrobials; industrial slime; invertebrate and vertebrate pests; materials preservation; plant diseases; water biocides; weeds and plant growth control; wood preservation; biotechnology. **Program Record Number:** CFIA PES 081

### Plant Registration and licencing

**Description:** Information on the registration of storages, slaughtering and processing plants and meat rendering plants. Licensing of grading stations for meat and egg products. **Topics:** Policy development, construction specifications, equipment, inspection records. **Program Record Number:** CFIA PRL 080

### Red Meat Grading Program

**Description:** Information on a national and regional program audits on red meat grading program delivery. **Topics:** Grading, audits and monitoring of grading accuracy and delivery of red meat; complaints, enforcement; policy development. **Program Record Number:** CFIA RMG 035

### Registration and Product Standards (Meat and Poultry Products)

**Description:** Information on standards for the processing, grading and marking of poultry and poultry products, red meat, egg and egg products. **Topics:** Sanitation and building standards; grading standards; poultry packaging and labelling; import and export requirements; policy development; consultation with industry; **Program Record Number:** CFIA RPS 030

### Registration, Licensing and Arbitration

**Description:** Information on the registration of fresh and processed fruit and vegetable, honey and maple products processing plants, dairy plants, and fresh produce warehouses; the licensing of dealers and brokers; and the arbitration of disputes. **Topics:** Registration of establishments — dairies; fresh and processed fruit and vegetable, honey and maple products processing plants; fresh produce warehouses;

licensing of dealers and brokers; suspension or cancellation of registration; list of registered processors; arbitration boards; complaints; policy development.

**Program Record Number:** CFIA RLA 050

### Regulatory Communication

**Description:** Includes guidelines and procedures relative to the dissemination of technical information via various media. **Topics:** Regulatory communication; computer systems; presentations; publications; regulatory information by telephone. **Program Record Number:** CFIA REC 051

### Regulatory Liaison

**Description:** Relates to national and international aspects of pesticide management, coordination of policies and regulatory activities. **Topics:** Regulatory liaison with: federal, foreign, international, national and provincial organizations and governments. **Program Record Number:** CFIA LIA 052

### Scientific Analysis

**Description:** Information on analytical tests to ensure conformity with established quality-assurance and safety standards for certain products and facilities. **Topics:** Requests for analysis; analytical reports; test results; product safety; sampling programs (quotas); provision standards; consultation with national and international, governmental and non-governmental organizations; methods of analysis; statistics; laboratory accreditation protocols; audits; check samples; quality assurance protocols. **Access:** Files arranged by date sampled, laboratory number or by commodity, region, date and type of test. Certain files are kept in regional laboratories. **Storage Medium:** LIMS computer database contains samples received and reported, tests requested and performed, and computer-generated certificates of analysis are machine-readable. Additional data stored in Personal Computer Databases in the Agri-Food Safety and Strategies Division. **Program Record Number:** CFIA SCI 065

### Seed Potato Programs

**Description:** Information on the planning and maintenance of a national program designed to provide seed potatoes of a class and quality that will meet the demands of both domestic and export markets. **Topics:** Seed potato certification standards; import requirements of foreign and domestic markets; export and domestic certification standards. **Program Record Number:** CFIA SEE 161

### Seed Standards

**Description:** Information on the development of new or amended seed quality standards; packaging and labelling. **Program Record Number:** CFIA STA 105

## Standards and Labels

**Description:** Information on the development of and compliance with standards and labels to ensure quality, nutritional value and safety of agri-food products.

**Topics:** Label review on microfilm; approved Canadian and foreign labels (machine-readable list); packaging; food standards — formulas and preparation; additives; policy development. **Program Record Number:** CFIA LAB 085

## Standards and Specifications

**Description:** Information on guidelines, specifications and standards on seed potatoes. **Topics:** Standards and labelling; laboratory facilities; transportation; storage; seed potato varieties; policy development.

**Program Record Number:** CFIA SPE 120

## Training for Inspection and Monitoring (Meat Hygiene)

**Description:** Information on training for the inspection and monitoring of food animals, meat products and plant sanitation. **Topics:** Inspection techniques for various species, sanitation practices, humane handling, meat processing; basic meat science; basic microbiology; food borne pathogens; biological residues. **Storage Medium:** Training materials in written format as modules with visual components on video or filmstrip with audio cassette. **Program Record Number:** CFIA TIM 076

## Variety Registration

**Description:** Information on the evaluation of new varieties of seeds for the purpose of registration.

**Topics:** Registration of seeds; list of registered varieties; unregistered varieties. **Program Record Number:** CFIA VAR 110

## VM Group — Employee Perception Study

**Description:** As part of its commitment to an open and consultative working environment, the Food Production and Inspection Branch conducted a survey of all its employees in the Veterinary Medicine (VM) Group. The survey was done cooperatively with the Professional Institute of the Public Service of Canada in the form of a questionnaire distributed to all VM Group members. **Topics:** Information was obtained on the members' working environment, career opportunities, performance appraisals, job satisfaction and role definitions. **Program Record Number:** CFIA EPS 111

## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

## Accounts and Accounting

### Audits

### Budgets

### Buildings

### Buildings and Properties

### Classification of Positions

### Co-operation and Liaison

### Employment and Staffing

### Equipment and Supplies

### Finance

### Furniture and Furnishings

### Human Resources

### Lands

### Occupational Health, Safety and Welfare

### Office Appliances

### Official Languages

### Pensions and Insurance

### Procurement

### Salaries and Wages

### Training and Development

### Utilities

### Vehicles

## Personal Information Banks

### Accreditation of Private Seed Testing Laboratories

**Description:** This bank contains technical information on organization, management, testing equipment, sample throughput and the performance rating of the laboratory in performance monitoring programs. **Class of Individuals:** Seed laboratory proprietors, accredited seed analysts. **Purpose:** The purpose of this bank is to maintain records of the businesses and individuals who have been accredited to test and grade seed along with the technical data on the bases for the accreditation, and subsequent performance of the quality of the seed testing carried out by the laboratory. **Consistent Uses:** To assess, on the basis of performance and maintenance of the facilities and staff, if the accreditation should be continued or withdrawn. **Retention and Disposal Standards:** These files are retained for 10 years. **Related to PR#:** CFIA 105 **TBS Registration:** 003139 **Bank Number:** CFIA PPU 103

### Accredited Private Seed Analyst

**Description:** This bank contains technical information on persons that applied for and written an accredited seed analyst exam. It contains a copy of their results and any certificates awarded. **Class of Individuals:** Seed analysts working for private seed testing laboratories or seed firms. **Purpose:** The purpose of this bank is to maintain a record of the persons who have written the exam and the results they achieved in



the exam. **Consistent Uses:** To assess the level of the actual persons' competence should they want to obtain a higher level of accreditation. The file is used to confirm that the level of accreditation that a seed laboratory merits based on the qualification of its complements of accredited seed analysts. **Retention and Disposal Standards:** These files are retained for 20 years.

**Related to PR#:** CFIA 105 **TBS Registration:** 003138 **Bank Number:** CFIA PPU 102

#### Animal Health Importation Program

**Description:** This bank contains information related to the importation of animals, animal products and by-products, veterinary biologics and related items. Examples are cattle, horses, poultry, animal semen and embryos, meat, animal hides, veterinary vaccines, serums, toxins, etc. The information relates to permits, applications, quarantines, test results, numbers imported, etc. **Class of Individuals:** Information relates primarily to the identification of Canadian importers and, to a lesser extent, exporters in other countries. **Purpose:** To provide statistical information on imported commodities, to enable tracebacks for disease purposes and to provide an inventory of animals, commodities, owners, etc. for reference and consultation purposes. **Consistent Uses:** The bank is used primarily for issuing import permits, quarantining animals and birds, import statistic compilation, tracing back from disease outbreaks, verification of legal entry of animals, etc., into Canada. **Retention and Disposal Standards:** Information is maintained in this bank for a period of 20 years. **PAC Number:** 70-045

**Related to PR#:** CFIA 015 **TBS Registration:** 001711 **Bank Number:** CFIA PPU 011

#### Application for Compensation (PVYn)

**Description:** Name, address, telephone number, legal description of persons (farmers), property, production and sale records and grower's seed potato certification number. **Class of Individuals:** Farmers mainly.

**Purpose:** For the purpose of awarding compensation payments to persons (farmers mainly) affected by the plant virus PVYn. **Consistent Uses:** It is expected that there will be some form of data sharing with the provinces and the potato marketing boards. **Retention and Disposal Standards:** Six years after the issuance of payments. **Related to PR#:** CFIA 161 **TBS Registration:** 002941 **Bank Number:** CFIA PPU 012

#### Artificial Insemination (A.I.) Units

**Description:** Information contained in the bank includes reports on owners of male donor animals in the A.I. units; name, identification and test results of the animals; records on the amount of semen being imported into the country to be stored at the A.I. units; and records showing the amount of semen exported. **Class of Individuals:** Individuals who have had semen

collection of their animals done at artificial insemination units. **Purpose:** The purpose of this information bank is to support the prevention of disease transmission through the use of artificial insemination. **Consistent Uses:** This bank is used in the monitoring of artificial insemination units and for issuing licences, export certificates and import permits. **Retention and Disposal Standards:** Information is maintained in this bank for a period of seven years. **PAC Number:** 70-045 **Related to PR#:** CFIA 025 **TBS Registration:** 000880 **Bank Number:** CFIA PPU 055

#### Authorization of Establishments to Certify Seed

**Description:** This bank contains technical information on seed handling equipment, seed sale data and product compliance data. **Class of Individuals:** Seed establishment proprietors. **Purpose:** The purpose of this bank is to maintain a record of businesses and individuals who have been authorized to tag and seal certified seed, and/or sell certified seed in bulk, along with technical data on the basis of the authorization and subsequent performance of the seed from such establishments in meeting standards under the Seeds Act and Regulations. **Consistent Uses:** To assess on the basis of product performance whether authorization should be continued or withdrawn to certify seed. **Retention and Disposal Standards:** These files are retained for 10 years. **PAC Number:** 72-025 **Related to PR#:** CFIA 095 **TBS Registration:** 000890 **Bank Number:** CFIA PPU 105

#### Canadian Processed Poultry Stations

**Description:** As per the livestock and Poultry Carcass grading Regulations, under the Canada Agricultural Products Act, this bank contains documentation prepared by federal inspectors on registration, processed poultry grading standards, application, program delivery and audits. **Topics:** Sanitation, product analyses, audits. **Class of Individuals:** Registered processed poultry station operators.

**Purpose:** To provide historical records on processed poultry stations, grading standards, compliance for graded poultry. **Consistent Uses:** The primary use of the files is to accumulate for weekly publication a provincial and Canadian record of processed poultry stations' output for use by the Canadian poultry industry. **Retention and Disposal Standards:** Information is maintained in this bank for a period of four years after the current year and for one year following cancellation of registration. **PAC Number:** 74-023 **Related to PR#:** CFIA 035 **TBS Registration:** 000885 **Bank Number:** CFIA PPU 080

#### Canadian Registered Hatcheries (Chicken and/or Turkey)

**Description:** Documentation prepared by federal inspectors on hatchery permit issuance, hatchery



premises plans, inspections and audit reports. **Topics:** Permits, plans, inspections monitoring and audits.

**Class of Individuals:** Chicken/turkey hatchery operators. **Purpose:** To provide an historical record on hatcheries registered under the Hatchery Regulations of the Health of Animals Act. **Consistent Uses:** Health status, program performance, delivery as it relates to the production of healthy disease free chicks and poults. **Retention and Disposal Standards:** Information is maintained in this bank for a period of four years after the current year and for one year following cancellation of registration. **PAC Number:** 74-023 **Related to PR#:** CFIA 035 **TBS Registration:** 000884 **Bank Number:** CFIA PPU 075

### Consumer Complaint Database

**Description:** Information on complaints received from consumers and buyers of fish products including name, address and phone number of the complainant, details of the complaint and the results of the investigations. **Class of Individuals:** Consumers and buyers of fish products. **Purpose:** To record particulars of complaints from consumers and buyers of fish products and investigations related thereto. **Consistent Uses:** In cases of suspected food poisoning, other data including illness symptoms are stored. **Retention and Disposal Standards:** Permanent retention **Related to PR#:** CFIA 080 **TBS Registration:** 003623 **Bank Number:** CFIA PPU 095

### Development & Implementation of HACCP systems

**Description:** The National Hazard Analysis Critical Control Point (HACCP) adaptation contribution program will provide contribution funding to small and medium sized federally registered food processing establishments to develop implement HACCP systems. **Class of Individuals:** Owners of small & medium sized federally registered food processing establishments. **Purpose:** To collect information about participating establishments and their owners such as name, address, SIN, size and progress through HACCP implementation in order to determine the usefulness of the program dollars spent. **Consistent Uses:** none at the present time. **Retention and Disposal Standards:** 10 years. **Related to pPR#:** CFIA 080 **TBS Registration:** 004005 **Bank Number:** CFIA PPU 036

### Disease Investigation

**Description:** Information contained in the bank includes reports on herds in which there have been an unusual number of deaths or other uncommon occurrences; reports from veterinary practitioners reporting unusual occurrences in their area; reports from veterinarians in charge of registered establishments reporting high incidence of disease in one particular herd or flock. **Class of Individuals:** Livestock owners who have had uncommon occurrences in their herds or

flocks. **Purpose:** The purpose of this information bank is to support the monitoring of livestock diseases in Canada in accordance with the Health of Animals Act. **Consistent Uses:** The primary use of this bank is to report unusual occurrences of animal disease. **Retention and Disposal Standards:** Information is maintained in this bank for a period of 20 years. **PAC Number:** 70-045 **Related to PR#:** CFIA 025 **TBS Registration:** 000874 **Bank Number:** CFIA PPU 025

### Disease Investigation on Reportable Diseases

**Description:** Information contained in the bank includes reports on individual herds or flocks in which a reportable disease has been diagnosed or suspected. **Class of Individuals:** Livestock owners who have a reportable disease in their herd or flock. **Purpose:** The purpose of this information bank is to support the eradication and/or control of livestock diseases in Canada which are reportable under the Health of Animals Act. **Consistent Uses:** The primary use of this bank is to monitor reportable livestock diseases and payment of compensation. Information may also be used to garnish payments received by individuals under several Agriculture and Agri-Food Canada programs. This activity would be made under the Family Orders and Enforcement Assistance Act. **Retention and Disposal Standards:** Information is maintained in this bank for a period of 20 years. **PAC Number:** 70-045 **Related to PR#:** CFIA 025 **TBS Registration:** 000879 **Bank Number:** CFIA PPU 050

### Embryo Transfer Centres

**Description:** Information contained in the bank includes the names and identification of parents of embryos, results of tests of parent and recipient animals, records of animals, animal embryos imported into the country by means of recipient animals or for transfer into recipient animals and records showing the number of animal embryos exported. **Class of Individuals:** Individuals who operate embryo transfers performed at embryo transfer centres. **Purpose:** The purpose of this information bank is to support the prevention of disease transmission through the process of animal embryo transfer from donor females into recipient females. **Consistent Uses:** The bank is used in the monitoring of embryo transfer centres for registration purposes, issuing export certificates and import permits. **Retention and Disposal Standards:** Information is maintained in this bank for a period of 20 years. **PAC Number:** 70-045 **Related to PR#:** CFIA 035 **TBS Registration:** 000876 **Bank Number:** CFIA PPU 035

### Export Control Information Bank

**Description:** This bank contains information such as species exported, destination and phytosanitary condition. **Class of Individuals:** The information in

this bank relates to persons wishing to export plants or plant materials. **Purpose:** The purpose of this bank is to issue phytosanitary certificates for export of plants or plant materials. **Retention and Disposal Standards:** Records are retained for five years. **PAC Number:** 69-005 **Related to PR#:** CFIA 156 **TBS Registration:** 003037 **Bank Number:** CFIA PPU 120

### Export of Livestock

**Description:** Information contained in the bank includes names and addresses of livestock exporters, numbers and identification of the livestock, including embryos and semen exported. The files include records on individuals as well as companies involved in the exporting of livestock such as volume of business, value of contracts and purpose of exportation. **Class of Individuals:** Livestock owners and companies exporting livestock. **Purpose:** The purpose of this information bank is to support the prevention of the export of diseased livestock and to ensure that the livestock meet the health requirements of the importing countries, and to provide for statistical compilation. **Consistent Uses:** The bank is used to monitor the export of animals, to issue health certificates, and to establish uniformity of procedures in the operations of quarantine and inspection of livestock for export. **Retention and Disposal Standards:** The information is maintained in this bank for a period of 20 years after the shipment. **PAC Number:** 70-045 **Related to PR#:** CFIA 020 **TBS Registration:** 000873 **Bank Number:** CFIA PPU 020

### Feed Registration

**Description:** This bank contains applications for feed registration in compliance with the Feeds Act. It also includes the companies' and farmers' names and addresses, and names of feeds (including brand names), together with registration numbers. This information is included on a database of feed manufacturers having registered feed products. **Class of Individuals:** On-farm manufacturers who mix medicated feed and commercial feed mills. **Purpose:** The information was obtained as part of the feed registration procedure. **Consistent Uses:** The information is used by headquarters and regional feed, registration and compliance staff to carry out inspection and sampling, as required. **Retention and Disposal Standards:** Files are retained for 10 years after feed registration is cancelled or discontinued. **PAC Number:** 86-001 **Related to PR#:** CFIA 145 **TBS Registration:** 001876 **Bank Number:** CFIA PPU 111

### Herd Test Reports on Bovine Tuberculosis

**Description:** 1985-1986 was the last year of farm testing. no more herd testing on tuberculosis. Information contained in the bank includes the number of animals tested, the number of animals suspected of

or suffering from tuberculosis, the location where the infected animals were slaughtered, the amount of compensation paid and a certificate declaring premises free of disease. This information bank records test results on all herds tested for bovine tuberculosis.

**Class of Individuals:** Livestock owners of animals suspected of or suffering from tuberculosis. **Purpose:** The purpose of this information bank is to support the eradication of bovine tuberculosis. **Consistent Uses:** Primary use of this bank is to monitor tuberculosis in Canada and to calculate the payment of compensation for animals slaughtered under the Health of Animals Act. **Retention and Disposal Standards:** Information is maintained in this bank for a period of 20 years after the date of the test. **PAC Number:** 70-045 **Related to PR#:** CFIA 025 **TBS Registration:** 000875 **Bank Number:** CFIA PPU 030

### Herd Test Reports on Brucellosis

**Description:** Historical data. Information contained in the bank includes reports on herd owners, the number of animals tested, the number of animals suspected of, or suffering from, brucellosis, the location where the infected animals were slaughtered, the amount of compensation paid and the certificate declaring premises free of disease. No herd testing for several years on Brucellosis. Canada declared Brucellosis free in 1985. **Class of Individuals:** Livestock owners of animals suspected of or suffering from brucellosis. **Purpose:** The purpose of this information bank is to aid in the eradication of brucellosis. **Consistent Uses:** The information is used to evaluate the program and to calculate the payment of compensation for animals slaughtered under the Health of Animals Act. **Retention and Disposal Standards:** Information is maintained in this bank for a period of twenty years following the testing of an individual's cattle. **PAC Number:** 70-045 **Related to PR#:** CFIA 035 **TBS Registration:** 000877 **Bank Number:** CFIA PPU 040

### Herd Test Reports on Johne's Disease (Paratuberculosis)

**Description:** Historical data. Information contained in the bank includes the number of animals tested and the number of animals suspected of or suffering from Johne's disease. **Class of Individuals:** Livestock owners of animals suspected of or suffering from Johne's disease. Canada is free of Paratuberculosis. No program in Canada. **Purpose:** The purpose of this information bank is to support the control of Johne's disease in accordance with the Health of Animals Act. **Consistent Uses:** Primary use of this bank is to monitor Johne's disease in Canada. **Retention and Disposal Standards:** Information is maintained in this bank for a period of 10 years following the testing of an individual's cattle, sheep or goats. **PAC Number:** 70-045 **Related to PR#:** CFIA 025 **TBS Registration:** 000878 **Bank Number:** CFIA PPU 045



### **Herd Test Reports on Leukosis for CHAH Program**

**Description:** The information in this bank includes reports on herd owners, the number of animals tested and the number of animals suspected of being infected with enzootic bovine leukosis (EBL) virus. This bank records all official test results on all herds enrolled in the Canada Health Accredited Herd (CHAH) plan for EBL. Information in the bank also includes the identity of the animals in the herd. **Class of Individuals:** Livestock owners who wish to enrol their herd in the voluntary CHAH plan for enzootic bovine leukosis. **Purpose:** The purpose of this information bank is to support a voluntary herd accreditation program for enzootic bovine leukosis in Canadian cattle herds. The herd accreditation program (CHAH) enables owners to detect EBL and to control the infection within their herd and facilitates domestic and international trade. **Retention and Disposal Standards:** Information is maintained for a period of 10 years following the testing of an individual's cattle. **PAC Number:** 70-045 **Related to PR#:** CFIA 025 **TBS Registration:** 002378 **Bank Number:** CFIA PPU 046

### **Import Control Information Bank**

**Description:** This bank contains information on plants and plant materials, such as species imported, origin, intended use, names of importers, and notices of refused entry. **Class of Individuals:** Persons wishing to import plants or plant materials. **Purpose:** To issue permits for import of plants or plant materials, to control entry and to enable the Plant Health Division to correspond with export and/or import permit holders on regulatory subject matters. **Consistent Uses:** To issue import permits, to compile plant-origin- destination profiles and to enable the Plant Protection Division to contact permit holders for regulatory enforcement purposes. **Retention and Disposal Standards:** These files are retained for 10 years. **PAC Number:** 69-005 **Related to PR#:** CFIA 155 **TBS Registration:** 000892 **Bank Number:** CFIA PPU 115

### **Inspection and Registration — Processed Dairy Products**

**Description:** This bank contains information on the condition of dairy premises, product quality, volumes and countries of origin of imported products. **Class of Individuals:** Dairy processors. **Purpose:** The purpose of this bank is to support the enforcement of the regulation of dairy products under the mandate of the Canada Agricultural Products Act and Regulations. **Consistent Uses:** The information is used in regulating the manufacturing, importation, exportation and marketing of dairy products and in the formulation of government policy. **Retention and Disposal Standards:** Records are retained for three years. **PAC Number:** 74-012 **Related to PR#:** CFIA 060 **TBS Registration:** 000886 **Bank Number:** CFIA PPU 085

### **Inspection and Registration — Processed Products**

**Description:** This bank contains documentation on safety, grading, packaging, and labelling of products as well as correspondence and information on food processors, packers, importers, wholesalers and producers (honey and maple). **Class of Individuals:** Processors, packers, importers, wholesalers and producers (honey and maple) of processed products. **Purpose:** The purpose of this bank is to aid enforcement of the Canada Agricultural Products Act and Regulations relating to the quality and safety of processed products, including honey and maple products. **Consistent Uses:** The information is used to assist in the maintenance of national quality standards and to assess compliance with regulatory requirements. **Retention and Disposal Standards:** Records are retained for five to ten years. **PAC Number:** 73-009 **Related to PR#:** CFIA 045 **TBS Registration:** 000888 **Bank Number:** CFIA PPU 095

### **Inspector/Grader Certificate & Application**

**Description:** Information required for all inspectors in FP&I Branch to permit them to inspect under the various acts. **Class of Individuals:** Inspectors. **Purpose:** To permit inspectors to inspect agricultural commodities. **Consistent Uses:** Once the application form has been completed and approved, a card is presented to the individual so that he/she then becomes a registered establishment inspector. **Retention and Disposal Standards:** Application for certificates are kept until date of expiry. **Related to PR#:** CFIA 076 **TBS Registration:** 002696 **Bank Number:** CFIA PPU 097

### **Investigations: Violations of Acts and Regulations — FPI**

**Description:** The information contained in this bank consists of narrative reports which describe the action taken in a particular investigation. Coverage consists of persons and/or companies suspected of violating acts and regulations administered by the Food Production and Inspection Branch (FPI). **Class of Individuals:** The general public. **Purpose:** The purpose of this bank is to maintain records to assist in the enforcement of the acts and regulations administered by FPI. Narrative reports are collected under the authority of the Department of Agriculture and Agri-Food Act. Social insurance numbers are collected on narrative reports under the authority of the Department of Agriculture and Agri-Food Act. The social insurance number is required to properly identify individuals suspected of violating the Act. **Consistent Uses:** The information is used primarily to investigate alleged and known violations of acts and regulations administered by FPI. **Retention and Disposal Standards:** Records are destroyed five years after investigation is concluded. **PAC Number:** 86-001 **TBS Registration:** 001875 **Bank Number:** CFIA PPU 096



### Licensing Agents and Inspection — Fresh Fruits and Vegetables

**Description:** This bank includes documentation on product grading, labelling and packaging as well as information on dealers and brokers. **Class of Individuals:** Dealers and brokers. **Purpose:** The purpose of this bank is to aid enforcement of the Canada Agricultural Products Act and Regulations relating to product quality and marketing of fresh fruits and vegetables. **Consistent Uses:** The information is used to assist in the maintenance of national quality standards and to assess compliance with regulatory requirements. **Retention and Disposal Standards:** Files are retained for twenty years. **PAC Number:** 73-009 **Related to PR#:** CFIA 050 **TBS Registration:** 000887 **Bank Number:** CFIA PPU 090

### Licensing of Swine Producers Feeding Garbage

**Description:** Information contained in the bank includes copies of permits issued to individuals showing name, address, location and number of swine on premises, building structure and size, number of swine arriving at the premises, number of swine leaving and the location where they were slaughtered. Files contain applications for all garbage feeders operating in Canada. **Class of Individuals:** All garbage feeders who have operated or are operating in Canada. **Purpose:** The purpose of this information bank is to support the prevention of the introduction of disease through the feeding of garbage to swine in accordance with the Health of Animals Act. **Consistent Uses:** The primary use of this bank is to monitor garbage feeding of swine and to license premises in Canada. **Retention and Disposal Standards:** Information is maintained in this bank for five years. **PAC Number:** 70-045 **Related to PR#:** CFIA 030 **TBS Registration:** 000881 **Bank Number:** CFIA PPU 060

### Processed Egg Stations Operation

**Description:** Documentation on processed egg station operation. **Class of Individuals:** Processed egg station operators. **Purpose:** The purpose of the bank is to provide an historical record on registered processed egg stations' operation, compliance and station output. **Consistent Uses:** The bank is used to maintain a list of registered processed egg stations and to accumulate a provincial and Canadian record of processed egg output for use by the total Canadian poultry industry. **Retention and Disposal Standards:** Information is maintained in this bank for a period of four years after cancellation of registration. **PAC Number:** 74-023 **Related to PR#:** CFIA 035 **TBS Registration:** 000883 **Bank Number:** CFIA PPU 070

### Salmonella and Food-Borne Disease

**Description:** Information contained in the bank relates to the identity and location of individuals/organizations

of interest to officers of the Salmonella and Food-Borne Disease program. It includes their areas of expertise and special interest, membership/position in professional, scientific or industrial organizations or groups, participation in the branch program, and allocation to specific program mailing lists. **Class of Individuals:** Information relates to individuals who work in or have interests in salmonella or other food-borne disease problems. **Purpose:** The purpose of this information is to enable the branch program officers to identify and to contact the various individuals with interests in salmonella and other food-borne disease problems. It also enables grouping of individuals with similar areas of sub-interest or responsibility and allows modified mailing lists. **Retention and Disposal Standards:** Records are held for 20 years. **PAC Number:** 70-045 **Related to PR#:** CFIA 025 **TBS Registration:** 001710 **Bank Number:** CFIA PPU 006

### Seed Quality

**Description:** This bank contains information on purity, labelling, advertising of seeds, registration of crop varieties and production data. Individuals involved in the production, importation and marketing of seed are identified by name and address. **Class of Individuals:** Seed producers and growers. **Purpose:** The purpose of this bank is to monitor and to enforce compliance with the Seeds Act and Regulations respecting quality, labelling and advertising of seeds. **Consistent Uses:** To ensure that seed producers and growers are operating in compliance with the Act and Regulations. **Retention and Disposal Standards:** Files are retained for 20 years. **PAC Number:** 72-025 **Related to PR#:** CFIA 105 **TBS Registration:** 000889 **Bank Number:** CFIA PPU 100

### Shell Egg Grading Stations

**Description:** Documentation on shell egg grading station operation. **Class of Individuals:** Egg station operators. **Purpose:** The purpose of this bank is to provide a historical record on registered egg stations' operation and compliance. **Consistent Uses:** The information is used to maintain a list of registered shell egg grading stations for the Canadian poultry industry. **Retention and Disposal Standards:** Information is maintained in this bank for a period of four years after the current year and for one year after cancellation of registration. **PAC Number:** 74-023 **Related to PR#:** CFIA 035 **TBS Registration:** 000882 **Bank Number:** CFIA PPU 065

### Survey of Seed Vendors

**Description:** The bank contains a list of all known vendors of seed in Canada, and the kinds (species) and volume of seed that they sell. **Class of Individuals:** Approximately 2,000 seed wholesalers and retailers across Canada (some companies, some individuals).

**Purpose:** The information enables the Department to design a statistical sampling plan for more effective monitoring of seed sales under the provision of the Canada Seeds Act and Regulations. **Consistent Uses:** Information is used to compile a seed industry directory comprising the names and addresses of seed vendors. This directory is available to the general public. **Retention and Disposal Standards:** Data are retained for ten years. **PAC Number:** 86-001 **Related to PR#:** CFIA 095 **TBS Registration:** 001837 **Bank Number:** CFIA PPU 101

#### Test Reports for Rabies

**Description:** Information in this bank relates to the identity and location of individuals or organizations whose animals are suspected of being infected with rabies. The information includes the number of specimens submitted, test results, number and identity of animals quarantined, the amount of indemnity paid and a certificate declaring the premises in question free of disease. **Class of Individuals:** Livestock, pet and zoo owners. **Purpose:** The data are collected for the purpose of disease control statistics, the prediction of disease, and for quarantine and indemnity. **Consistent Uses:** The information is used to control the disease and predict outbreaks of rabies, make payments of indemnity and to decide on treatment in the case of human contacts. **Retention and Disposal Standards:** Records are kept for a two-year period. **PAC Number:** 70-045 **Related to PR#:** CFIA 025 **TBS Registration:** 002377 **Bank Number:** CFIA PPU 051

#### Traceback Information (PVYn)

**Description:** Name, address, telephone number, legal description of affected land, UTM Code of affected land, grower seed potato certification number, map of farm. **Class of Individuals:** Mainly potato producers. **Purpose:** For the purpose of tracing possible sources of PVYn infections on specific farms. **Consistent Uses:** This information will be used internally only. Policy development may be based on general information collected. **Retention and Disposal Standards:** Ten years. **PAC Number:** To be determined. **Related to PR#:** CFIA 161 **TBS Registration:** 003137 **Bank Number:** CFIA PPU 014

#### Veterinary Certification/Investigation

**Description:** This bank contains reports and memos prepared by the regional director, reports by the regional veterinary supervisor, reports generated by district veterinarians, training records, files on accredited veterinarians and investigative reports. **Class of Individuals:** Veterinarians. **Purpose:** The purpose of this information bank is to document allegations of non-compliance with proper procedures for certifying livestock by accredited veterinarians for export purposes under the authority of the Health of

Animals Act and Regulations. **Consistent Uses:** The information will be used to conduct investigations on the ethics of professional veterinarians and to ensure compliance with procedures so as to ensure the international credibility of Canadian export certification. **Retention and Disposal Standards:** Records are held for five years. **PAC Number:** 70-045 **Related to PR#:** CFIA 005 **TBS Registration:** 001713 **Bank Number:** CFIA PPU 026

## Classes of Personal Information

### General Correspondence and Enquiries

Personal information in this class relates to routine correspondence concerning the regulatory and licensing activities associated with meat inspection, pesticides, feeds and fertilizers, veterinary biologics and the humane transportation of animals. It also relates to general enquiries concerning agricultural research, food advisory information. The personal information contained in this class normally includes the name and address of the enquirer, but is neither arranged nor retrievable by personal identifiers. This form of personal information exists in a fragmented form throughout the subject files controlled by the Agency and is normally retrievable only if specifics are provided concerning the subject and the date of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

### Ministerial Correspondence

This class of information contains correspondence received from external organizations and individuals in the form of requests for information, complaints, opinions and other similar submissions related to a broad range of policy issues pertaining to Canadian Food Inspection Agency's activities, wherein some unsolicited personal information has been provided by the correspondent. This form of information would be retrievable only if specifics of name, date of communication and subject were to be provided; it is not arranged or retrievable by personal identifiers. The retention periods of these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

## Manuals

- Canadian Shellfish Sanitation Program – Manual of Operation
- Chemical Methods
- Dairy Plant Inspection Manual Requirements and Procedures
- Establishment Inspection Manual — Processed Products
- Facilities Inspection

- Feed Freight Assistance Manual
- Feed Inspection Manual
- Feed Laboratory Analytical Methods
- Fertilizer Inspection Manual
- Fertilizer Laboratory Methods Manual
- Fish Products Inspection Manual – Policy and Procedures
- Fishery Officer's Guide for Habitat Management and Protection
- Fresh Fruit Commodity Manual
- Fresh Vegetables Commodity Manual
- Good Manufacturing Practices (GMP) – Crab Processing
- Good Manufacturing Practices (GMP) – Lobster Processing
- Good Manufacturing Practices (GMP) – Shrimp Processing
- Grading Manual — Dairy Products
- Inspection Manual — Dairy Products
- Inspection Manual — Fresh Fruits and Vegetables
- Inspection Manual — Hatcheries
- Inspection Memoranda of Understanding and Agreement
- Inspector's Guide — Licensing and Arbitration (Fresh Fruits and Vegetables)
- Laboratory Accreditation and Audit Protocol
- Laboratory Manual — Dairy Products
- Laboratory Manual for Pesticide Residue Analysis in Agricultural Products
- Lake Classification Inspection Procedures Manual – Central and Arctic Region
- Licensing and Arbitration Manual
- Livestock Grading Manual
- Manuals of Procedures Relating to the Health of Animals Act
- Meat Hygiene Manual of Procedures
- Meat Inspection Act and Regulations
- Metal Can Defects Manual
- Methods and Procedures for Testing Seed
- Microbiological Analysis of Frozen Vegetables
- Plant Pest Emergency Program Manual
- Plant Protection Directives, Act and Regulations
- Plant Virus and Antiserum Bank
- Processed Egg Inspection Manual
- Processed Poultry Inspection Manual
- Product Inspection Manual — Processed Products
- Recommended Manufacturing Practices for Pasteurized/Modified Atmosphere Packaged/Refrigerated Food

- Regulatory Proposals and Regulatory Directives
- Seed Potato Inspectors' Manual
- Seed Potato Laboratory Manual
- Shell Egg Inspection Manual
- Ship, Mill and Elevator Inspection Manual
- Specialty Cheese Manual
- Standard Procedures for Bacteriological Analysis
- Training Guides for Inspectors

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Agency and its various programs and functions may be directed to:

Public Information Requests Services  
Corporate Services Branch  
Agriculture and Agri-Food Canada  
Sir John Carling Building  
930 Carling Avenue  
Ottawa, Ontario  
K1A 0C5

Tel.: (613) 759-1000

## Reading Room

The library of the Agency and Agriculture and Agri-Food Canada has been designated as a public reading room in accordance with Access to Information Act.

Canadian Agriculture Library  
Reference Services, Room 169  
Sir John Carling Building  
930 Carling Avenue  
Ottawa, Ontario  
K1A 0C5

Tel.: (613) 759-7068



# Canadian Forces Grievance Board

## Chapter 28

### General Information

#### Background

The Canadian Forces Grievance Board (CFGB) was established on March 1, 2000 as a result of legislation that contained comprehensive amendments to modernize the National Defence Act (NDA). These amendments are designed to help renew the Canadian Forces. One of the reforms was aimed at creating an independent review of grievances through the establishment of the Canadian Forces Grievance Board. The establishment of the Board is defined in section 29 of the NDA. Chapter 7.12 of the Queen's Regulations and Orders applicable to the Canadian Forces that govern the types of grievances referred to the CFGB came into effect on June 15, 2000.

#### Responsibilities

The Canadian Forces Grievance Board is an external and independent "arms length" legal body, established by the National Defence Act (NDA), that is mandated to investigate and review grievances referred to it by the Chief of Defence Staff (CDS) and to providing findings and recommendations to the CDS regarding grievances so referred. The Canadian Forces Grievance Board has the power to summon witnesses, to compel the production of evidence when the Board considers it necessary and to determine and modify its own rules of procedure. Although the Board's findings and recommendations are not binding, the CDS must provide reasons in writing to the Board and the grievor if he does not act upon them. The Board reports annually to Parliament through the Minister of Defence.

#### Legislation

- Canadian Forces Grievance Board Rules of Procedure
- National Defence Act
- Queen's Regulations and Orders applicable to the Canadian Forces

#### Organization

The Canadian Forces Grievance Board is designated as a department within the meaning and for the purposes of the Financial Administration Act. Treasury Board is its employer.

The Board is responsible for the operational review of certain types of grievances referred to the Board by the Chief of Defence Staff. The review program provides an analysis and reporting service and associated procedural and logistical services required to support an orderly and effective review process.

#### ◆ Board Membership

The Board is made up of a chairperson, a full-time vice-chairperson, a part-time vice-chairperson and part-time members, all appointed by the Governor in Council. The Chairperson is a full time member, is the Chief Executive Officer of the Board and has supervision over and direction of the work of the Board staff. The senior staff consists of an Executive Director, a Director, Grievance Analysis, a General Counsel, and a Director, Corporate Services.

#### ◆ Director, Corporate Services (COR)

The Director, Corporate Services is accountable for designing, developing and implementing a corporate services infrastructure which meets the needs of the Canadian Forces Grievance Board.

#### ◆ Director, Grievance Analysis

The Director, Grievance Analysis is responsible for researching and investigating the information that the Board needs to make recommendations on grievance cases.

#### ◆ Executive Director

The Board's Executive Director is responsible for providing strategic leadership, as well as developing and implementing the Board's management framework, its strategic priorities, its business plan, and its financial and human resources, reviewing its progress and the political and legislative challenges facing the Board, and negotiating on behalf of the Board with central agencies.

#### ◆ General Counsel

The General Counsel is accountable for directing the provision of legal advice, interpretation and opinions to the Canadian Forces Grievance Board, legal representation at Board hearings, and representation of the Board before the Federal Court of Canada.

## Information Holdings

### Program Records

#### Access to Information and Privacy Activities and Policies

**Description:** Information on the Canadian Forces Grievance Board policies and procedures regarding the Access to Information Act and the Privacy Act. **Topics:** Policy, procedures and report files; access to information and privacy information bank files; updates to Info Source; liaison with other government departments; policies and procedures governing access to and release of information and the application of exemptions; statistics and activity reports. **Access:** By subject. **Program Record Number:** CFGB EXE 011

#### Communications

**Description:** Information on communication matters of the Canadian Forces Grievance Board. **Topics:** Board brochures; audio-visual presentations; annual reports. **Access:** By subject. **Program Record Number:** CFGB COR 012

#### Grievance Proceedings

**Description:** Information on the policies and procedures regarding the processing of grievances. **Topics:** Policy and procedures; legislation; general files. **Access:** By subject. **Program Record Number:** CFGB GRI 013

#### Legal Matters

**Description:** Legal opinion and research, and related correspondence, in relation to matters within the mandate of the Board. **Topics:** Law related to operational case files, administrative matters or research. **Access:** By subject. **Program Record Number:** CFGB LEG 016

#### Research Program

**Description:** Information on the research program of the Canadian Forces Grievance Board. **Topics:** Research plan; correspondence relating to research; research reports. **Access:** By subject or, if case-related, by case file. **Program Record Number:** CFGB EXE 017

#### Security

**Description:** Information on the application to the Canadian Forces Grievance Board of the Security Policy of the Government of Canada. **Topics:** Security Policy of the Government of Canada; related correspondence, policies and procedures; compliance measures of the Board. **Access:** By subject. **Program Record Number:** CFGB COR 018

## Personal Information Banks

### Access Requests Files

**Description:** This bank contains formal requests made by individuals under the Privacy Act and the Access to Information Act, the replies to such requests and information relating to their processing. **Class of Individuals:** Individuals requesting access to information under the Privacy Act and the Access to Information Act. **Purpose:** This information is used for processing requests made under the Privacy Act and the Access to Information Act. **Consistent Uses:** This information may be used for research, statistical, program monitoring and evaluation purposes; it is also used in response to a complaint filed by an individual to the Privacy or Information Commissioner, or in defence against a Court action. **Retention and Disposal Standards:** The records are retained for two years after all actions have been completed. **Related to PR#:** CFGB GRI 013 **TBS Registration:** 004447 **Bank Number:** CFGB PPU 014

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Inquiries for general information about the Canadian Forces Grievance Board and its functions may be directed to:

Communications Division  
Canadian Forces Grievance Board  
270 Albert Street  
11<sup>th</sup> floor  
Ottawa, Ontario  
K1P 5G8

Tel.: 1 (877) 276-4193  
Fax: (613) 996-6491  
E-mail: CFGB@smtp.gc.ca  
Web Site: www.cfgb-cgfc.gc.ca

## Reading Room

In accordance with the Access to Information Act, members of the public may examine the basic and subsidiary manuals governing the administration and operation of the Canadian Forces Grievance Board at:

Canadian Forces Grievance Board  
Martel Building  
270 Albert Street  
11<sup>th</sup> floor  
Ottawa, Ontario  
K1P 5G8

# Canadian Grain Commission

## Chapter 29

### General Information

### Background

The Canadian Grain Commission (CGC) is a federal agency reporting to the Canadian Parliament through the Minister of Agriculture and Agri-Food. The CGC:

- Regulates grain handling in Canada
- Establishes and maintains standards of quality for Canadian grains

The CGC's vision statement is as follows:

- Excellence in grain quality assurance
- We will maintain unbiased third-party objectivity.
- We will do what is good for the entire grain industry.
- The quality of grains, oilseeds and pulses is the focal point of our expertise.
- Quality is anything that enhances the value of Canadian grain.
- We are a business-like government organization.
  - We will ask "Does it make sense?"
  - We will work to our strengths.
  - We will focus on clients needs.

Its mission is:

To be a leader in providing grain quality management and quantity assurance, dedicated to excellent and responsive service supporting producers, all sectors of the grain industry and their customers.

### Responsibilities

The CGC delivers a grain quality and quantity assurance program that results in consistent and reliable shipments of grain that meet contract specifications for quality, safety and quantity. Quality is Canada's competitive edge in the world market. Quality and quantity assurance services include:

- Inspecting grain to certify quality, including all grain received at and shipped from terminals, all grain exported from transfer elevators, and submitted samples of grain from producers and the grain trade
- Certifying weights for grain exports, supervising weighing at terminals, conducting audits of terminal and transfer elevator stocks and inspecting terminal and transfer elevator scales

- Identifying and explaining the relationships between the physical and biochemical properties of grain and the end-use value of grain
- Developing fast, accurate, economical, and meaningful methods for evaluating grain quality
- Supporting the sale and market development of grains and oilseeds by giving technical advice on grain and oilseed quality and end uses, and by evaluating the quality of plant breeders' cultivars to ensure that they have the physical and quality criteria needed for registration
- Screening, monitoring and certifying grain shipments to ensure that Canadian grain is not only safe but meets strict international tolerances for toxic contaminants
- Providing information to marketers and processors of Canadian grain on the quality of commercial grain shipments and of each harvest
- Investigating and resolving complaints and inquiries related to the quality and quantity of Canadian grain
- Providing other specialized services requested by the grain industry

The CGC also regulates the grain industry to ensure the fair treatment of producers and the integrity of grain transactions and to maintain grain quality as grain is moved through marketing channels. Regulation includes:

- Licensing eligible grain dealers and elevator companies
- Conducting audits of licensees' liabilities to producers
- Monitoring the financial position of licensees and obtaining security to protect producers in case of a default by a licensee
- Developing and setting grain quality standards
- Inspecting grains and grain handling facilities to ensure freedom from insect infestations
- Collecting and publishing statistics on grain handling, storage, and movement
- Administering producer cars
- Mediating and resolving producer complaints concerning grain transactions

The CGC provides other services of value to the grain industry in Canada and abroad, such as:

- Operating the Grain Inventory Accounting System and facilitating information flow on behalf of the grain trade
- Providing grain quality data



- Offering general and custom-designed grain industry training courses
- Conducting contract work, for example, repairing moisture meters and doing chemical analyses of grain

The CGC provides services to CGC staff, such as:

- Administration
- Communications
- Finance
- Information technology
- Policy development
- Library
- Health and safety

## Legislation

- Canada Grain Act

## Organization

### Canadian Grain Commission

The CGC is organized into the Executive, Corporate Services, Grain Research Laboratory (GRL), Industry Services, and Finance. Its head office is located in Winnipeg, Manitoba. Industry Services comprises five regions: Bayport, Eastern, Pacific, Prairie and Thunder Bay. The CGC employs approximately 700 employees.

The Executive consists of three commissioners, appointed by government, who set policy and provide leadership, and the chief operating officer who oversees operations. Assistant commissioners, also appointed by government, work closely with producers and other industry members in rural development. Assistant commissioners inform producers and the industry about the CGC's role and responsibilities and act as mediators.

The chair of the Grain Appeal Tribunal reports directly to the chief commissioner. The Tribunal is an independent committee appointed by the CGC. It examines appeals by those dissatisfied with the grade assigned on an official sample and makes a final decision.

## Information Holdings

## Program Records

### Canadian Grain Commission

#### Economics and Statistics Operations

**Description:** Economic and statistical information on grain handling and storage. **Topics:** Grain handling

information and statistics involving licensees; grain inspected and weighed at licensed elevators; prices received by western producers; policy analysis and recommendations. **Access:** Records are located in Winnipeg. **Program Record Number:** CGC CGC 570

#### Grain Inspection Operations

**Description:** Information on the inspection and grading of samples of grain and grain screenings obtained by Commission employees or submitted by grain industry. **Topics:** Quality of samples submitted; quality of grain handled by terminal and transfer elevators; special treatment of grain in terminal elevator; elevator inspections and infestation control; primary and export standard samples; reinspections. **Access:** The files are located in Winnipeg and in regional offices. **Program Record Number:** CGC CGC 565

#### Grain Research

**Description:** Information on the quality of cereal grains, pulses and oilseeds. **Topics:** Enquiries, consultations, advice and reports; quality assessment of each new harvest; grain cargo composite monitoring; evaluation of breeder lines; research in cereal and oilseed chemistry and processing technology; moisture meter standardization; evaluation and development of new testing methods. **Access:** Records are located at the Winnipeg office. **Program Record Number:** CGC CGC 575

#### Policy Development and Coordination

**Description:** Information on the administration of the Canada Grain Act; issuing of regulations and orders; advising the Minister on matters relating to grain handling; and coordination of functions of all divisions within the Canadian Grain Commission. **Topics:** Canada Grain Act and Regulations; and Regulations; Canadian Grain Commission orders and directives to the grain trade; Grain Appeal Tribunal. **Access:** Records located in Winnipeg. **Storage Medium:** Hard copy and/or computer diskettes. **Program Record Number:** CGC CGC 585

#### Service Agreements

**Description:** Information relates to individuals or individuals representing companies with which we have a service agreement. **Program Record Number:** CGC CGC 586

#### Weighing of Grain

**Description:** Information on the supervision of grain weighing at terminal and transfer elevators. **Topics:** Supervision of grain weighing; weighing exception reports; scale equipment inspection; weigh-over of elevator stocks for audit; investigation of complaints related to weight; weighing facilities — planning and

control. **Access:** Records are located at Winnipeg and at regional offices. **Program Record Number:** CGC CGC 580

## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

### Accounts and Accounting

#### Audits

#### Budgets

#### Buildings

#### Buildings and Properties

#### Classification of Positions

#### Co-operation and Liaison

#### Employment and Staffing

#### Equipment and Supplies

#### Finance

#### Furniture and Furnishings

#### Human Resources

#### Lands

#### Occupational Health, Safety and Welfare

#### Office Appliances

#### Official Languages

#### Pensions and Insurance

#### Procurement

#### Salaries and Wages

#### Training and Development

#### Utilities

#### Vehicles

## Personal Information Banks

### Canadian Grain Commission

#### Licensing and Bonding Program

**Description:** Information relating to the licensing of grain dealers and grain elevators. **Class of Individuals:** Grain dealers and operators of grain elevators. **Purpose:** To license grain dealers and grain elevators. **Consistent Uses:** Same as purpose. **Retention and Disposal Standards:** Records are held for ten years. **Related to PR#:** AAFC CGC 570 **TBS Registration:** 001717 **Bank Number:** CGC PPU 210

#### Producer Car Program

**Description:** Correspondence and producers car applications which are filed by date of receipt and contain information such as the producer's name,

application number; type, quality and quantity of grain; and the Canadian Wheat Board permit number. **Class of Individuals:** Grain producers. **Purpose:** To allocate railcars to grain producers for the transport of their crop to terminal elevators or other destinations. **Consistent Uses:** Same as purpose. **Retention and Disposal Standards:** Records are held for ten years. **Related to PR#:** AAFC CGC 565 **TBS Registration:** 001716 **Bank Number:** CGC PPU 205

#### Unofficial Sample File

**Description:** The bank contains the name of the grower, the name of the requester and the quality of the sample. **Class of Individuals:** Grain producers and companies. **Purpose:** To maintain a record of all unofficial samples submitted for grading by grain inspectors. **Consistent Uses:** Same as Purpose. **Retention and Disposal Standards:** Records are held for three years. **Related to PR#:** AAFC CGC 565 **TBS Registration:** 001718 **Bank Number:** CGC PPU 215

## Classes of Personal Information

### General Correspondence and Enquiries

Personal information in this class relates to routine correspondence concerning the regulatory and licensing activities associated with grain quality, grain inspection and weighing, and producer cars. It also relates to general enquiries concerning scientific research, and food advisory. The personal information contained in this class normally includes the name and address of the enquirer, but is neither arranged nor retrievable by personal identifiers. This form of personal information exists in a fragmented form throughout the subject files controlled by the Department and is normally retrievable only if specifics are provided concerning the subject and the date of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

### Ministerial Correspondence

This class of information contains correspondence received by the Departmental Secretariat from external organizations and individuals in the form of requests for information, complaints, opinions and other similar submissions related to a broad range of policy issues pertaining to the Canadian Grain Commission and Agriculture and Agri-Food Canada's activities, wherein some unsolicited personal information has been provided by the correspondent. This form of information would be retrievable only if specifics of name, date of communication and subject were to be provided; it is not arranged or retrievable by personal identifiers. The retention periods of these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

### Other Programs and Agreements

This class reflects other programs and agreements not specifically covered under the other classes. These other programs and agreements are aimed at resolving specific problems of a limited nature or in specifically defined areas of the country. This information may include financial, employment, demographic and educational data on individuals. Such data, however, would be stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided concerning the name of the program concerned and the name of the specific project.

## Manuals

- The Official Grain Grading Guide
- Handbook of Occupational Safety and Health
- Canadian Grain Storage CD-ROM (co-produced with AAFC)
- Protection of Farm stored grains and oilseeds from insects mites and molds (brochure)
- Grain Dust, Fusarium and You (brochure)

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to:

Regulatory Coordinator  
Canadian Grain Commission  
600-303 Main Street  
Winnipeg, Manitoba  
R3C 3G8

Tel.: (204) 983-3081

## Reading Room

The library of this institution has been designated as a public reading room in accordance with Access to Information Act.

Library  
Canadian Grain Commission  
8<sup>th</sup> floor, 303 Main Street  
Winnipeg Manitoba  
R3C 3G8

Tel.: (204) 984-6336



# Canadian Heritage

## Chapter 30

### General Information

### Background

The Department of Canadian Heritage was created on June 25, 1993, through the reorganization of the federal government. The Act to establish the Department of Canadian Heritage and to amend or repeal certain other acts was proclaimed on June 12, 1996. The Department's mission is to strengthen and celebrate Canada – its people and its land. We honour this commitment to Canadians by enhancing pride in Canada; contributing to Canada's economic growth and prosperity; protecting Canada's heritage; ensuring access to Canadian voices and Canadian spaces and encouraging participation in and contribution to Canadian Society.

### Responsibilities

The Department of Canadian Heritage is responsible for policies and programs relating to arts, culture, movable heritage, archaeology, broadcasting, Canadian identity, multiculturalism, official languages and sport, as well as broad policies relating to built and natural heritage.

Areas of responsibility include: developing Canadian cultural affairs and broadcasting policy; assisting cultural industries and arts and heritage organizations; encouraging the creation, production, distribution and consumption of cultural and heritage goods and services; creating opportunities for young Canadians to participate in exchange programs and promoting exchanges and related activities; fostering Canadians' collective sense of self and promoting the civic participation of all members of Canadian society; supporting the voluntary sector; promoting a greater understanding of human rights; enhancing the participation of urban and off-reserve aboriginal organizations in Canadian society; managing programs and initiatives related to the multicultural character of Canadian society; encouraging and developing amateur sport; advancing the equality of status and use of the official languages and supporting the development of official-language minority communities.

### Legislation

The following statutes are administered, in whole or in part, by the portfolio of Canadian Heritage:

- An Act to Incorporate the Jules et Paul-Émile Léger Foundation

- Broadcasting Act
- Canada Council Act
- Canada Travelling Exhibitions Indemnification Act
- Canadian Film Development Corporation Act
- Canadian Heritage Languages Institute Act (not in force)
- Canadian Multiculturalism Act
- Canadian Race Relations Foundation Act
- Canadian Radio-television and Telecommunications Commission Act
- Cultural Property Export and Import Act
- Department of Canadian Heritage Act
- Fitness and Amateur Sport Act
- Foreign Publishers Advertising Services Act
- Holidays Act
- Investment Canada Act
- Lieutenant Governors Superannuation Act
- Museums Act
- National Anthem Act
- National Archives of Canada Act
- National Arts Centre Act
- National Capital Act
- National Film Act
- National Flag of Canada Manufacturing Standards Act
- National Library Act
- National Symbol of Canada Act
- Official Languages Act (Part VII)
- Public Service Employment Act (Report to Parliament)
- Salaries Act (Lieutenant-Governors)
- Status of the Artist Act (Part I)
- Trade-marks Act (Use of national symbols)

### Organization

#### Deputy Minister's Office

#### Human Resources Branch

Reporting to the Deputy Minister, the Human Resources Branch provides services and advice to the Management Committee and to managers of the Department on all matters involving human resources management, protection and safety services and

facilities management services. Thus, the Branch ensures human resources services in the National Capital Region and in Regional Offices.

## Legal Services Branch

Reporting to the Deputy Minister, the Legal services are provided by lawyers from the Department of Justice who offer program managers a wide range of services, including preparing opinions on the laws administered by the Department, drafting regulatory texts and giving advice on policies being developed.

## Communications Branch

The Communications Branch promotes the policies, programs and services of the Department and ensures that the Department is visible, accessible and accountable to the public that it services; it advises the Department's senior management, sectors and programs on all issues relating to communications with the public, client-group and the media.

## Canadian Identity Sector

The Canadian Identity Sector encourages the use of the two official languages in Canadian Society and promotes their equal status; coordinates the cross-government commitment to multiculturalism; advances opportunities for Canadians of all ethnic cultural background to participate in and contribute fully to Canadian society; promotes interaction, dialogue and participation among the volunteer and related sectors of Canadian society; increases understanding among Canadians. It supports Aboriginal peoples in their efforts to resolve issues affecting their lives in Canadian society. The Sector's programs and policies support the advancement of Canadian studies; create opportunities for young Canadians to participate in exchange programs and promote exchanges and related activities; encourage Canadians to value sport and to participate; advise in matters of state protocol, manage state ceremonial and events and promote Canadian symbols and institutions. It is responsible for increasing the awareness, knowledge and enjoyment of human rights and fostering compliance with Canada's human rights obligations.

## Strategic Policy and Resource Management Branch

Strategic Policy and Resource Management Branch directs the strategic planning process, coordinates policy development and provides advisory services, human resource and financial management for the Sector. It provides policy advice to the Minister of Canadian Heritage and the Secretary of State (Multiculturalism) (Status of Women) and (Amateur

Sport) with respect to the Sector's product/service lines delivered by the following branches: Citizens' Participation and Promotion; Multiculturalism and Aboriginal Peoples' Programs; Official Languages; Sport, and by divisions created for special initiatives. The Branch also represents the Sector's interests by taking part in intradepartmental and interdepartmental working groups. In addition, it conducts research on public opinion and socio-demographic factors in order to better orient the Sector's strategic decision-making at the Sector level.

## Citizen Participation and Promotion Branch

The Citizen Participation and Promotion Branch is responsible for three principal areas of activity:

- Exchanges Canada
- Canadian Identity Directorate
- Community Partnerships Program

### ♦ Exchanges Canada

Exchanges Canada is a Government of Canada initiative that creates opportunities for young Canadians to connect with one another and experience the diversity of Canadian communities, languages and cultures. Exchanges Canada offers a new single window (1-800-O-CANADA and [www.exchanges.gc.ca](http://www.exchanges.gc.ca)) to information on hundreds of exchange initiatives and related activities throughout Canada and abroad. Exchanges Canada programs aim to help young Canadians gain knowledge and understanding of Canada, connect to one another and appreciate the diversity and shared aspects of the Canadian experience. The Government of Canada provides funding to organizations that administer exchanges in collaboration with Exchanges Canada. Special consideration is given to encourage participation from groups traditionally under-represented in exchange programs, such as Aboriginal youth, youth with disabilities, youth from low-income families, and youth from rural or isolated regions. These exchanges fall under two streams of program funding: Youth Exchanges Canada and Youth Forums Canada.

Youth Exchanges Canada offers exchanges to groups of 10-30 young Canadians between the ages of 11 and 18. Groups are twinned with a group of youth approximately the same age from another part of the country. The exchanges are reciprocal in that each group travels to its twin community and then hosts the other group in its community. Participants must play an active role in organizing the exchange, do research on both their own and their twin's communities, and participate in fundraising and activity planning.

Youth Forums Canada provides funding to support projects that give youth an opportunity to connect with one another through a variety of means, including forums, conferences, as well as innovative projects. Youth Forums Canada also provides funding to Katimavik, a national program that offers young people the opportunity to live in three different regions of Canada as part of a group of 11 people from the four corners of the country. Participants develop interpersonal skills, work on community projects, learn a second language, while participating in a variety of unique activities.

## ♦ Canadian Identity Directorate

### Canadian Studies

The goal of the Canadian Studies Program, is to increase the Canadian public's knowledge of Canada. The Program encourages Canadians to learn about Canada by providing financial assistance to eligible individuals, organizations, companies and foundations working to develop learning materials (books, films, new media) about Canada. It administers an annual funding competition and an annual call for proposals for the production of learning materials about Canada. Topics for the annual call for proposals are selected to provide support for learning materials about Canada in fields that touch upon current governmental or departmental priorities. The program works with not-for-profit groups such as the Association for Canadian Studies in the development of projects that will benefit the field of Canadian Studies, or will support innovative learning initiatives. It initiates special projects and initiatives and works in partnership with a variety of governmental and non-governmental organizations on special projects to achieve the Program's goals. Finally, the program produces learning materials and resources available in print and through the Canadian Studies Web site ([www.pch.gc.ca/csp-pec](http://www.pch.gc.ca/csp-pec)) such as the "EDUAction" resource guides for Canadian teachers.

### National Initiatives

The National Initiatives Program coordinates the delivery of special programs that reinforce pride in Canada and being Canadian. It is currently responsible for the Path of Heroes initiative, the goal of which is to enhance an awareness and appreciation of the heroes who have built and continue to build our country. The Path of Heroes includes a physical path in the National Capital area delineating eight routes intended as walking tours. In close partnership with 35 federal partners, a kit with pull-out brochures has been developed. An interactive Web site ([www.heroes.gc.ca](http://www.heroes.gc.ca)) has also been created in order to involve Canadians in a national dialogue about our national, regional and local heroes. The National Initiatives Program is currently examining various strategies for extending the reach and impact of the Path of Heroes program.

## State Ceremonial and Protocol

The objectives of Ceremonial and Protocol are to enhance awareness and appreciation of Canada and being Canadian by undertaking activities that include: the organization and delivery of national ceremonies (e.g. installation of new Governors General, State funerals, official Canada Day ceremonies, inauguration of monuments) and visits to Canada by members of the Royal Family, provision of ceremonial and protocol advice, administration of federal responsibilities for Lieutenant Governors, oversee and coordinate use of a gift bank for use by the Governor General, members of the Canadian Ministry and deputy heads; and oversee use of Parliament Hill for activities. It also includes special initiatives such as the fostering of community-based national celebrations marking the upcoming Golden Jubilee celebrations in 2002 for Her Majesty the Queen.

## Celebrate Canada!

The objective of Celebrate Canada! is to create opportunities for Canadians to connect in celebrating Canadian history, diversity and achievements; to commemorate people, places and events that have marked Canada's development; and to promote and protect Canadian symbols. The main activities of the Celebrate Canada program include: the identification, promotion and protection of national symbols; design and delivery of the Celebrate Canada activities for celebrations across Canada including the Poster Challenge and the Great Canadian Adventure Board game; promotion of National Flag of Canada Day and the development and implementation of a national policy on Commemorations.

## National Strategic Alliances

The National Strategic Alliances Program, established in 1996, provides sections of the Department of Canadian Heritage, in particular the Canadian Identity Directorate with the necessary policy and programming tools to establish partnerships with not-for-profit organizations, corporate Canada and other government departments.

This internal service assists managers in actively involving the private sector, non-governmental organizations, other government departments and agencies in the promotion and enhanced knowledge, understanding and appreciation of Canada, Canadian identity and participatory citizenship.

## ♦ Community Partnerships Program

The Department of Canadian Heritage provides support to the voluntary sector through the Community Partnerships Program. The Program aims to raise public awareness of the contribution that volunteers and the voluntary sector make to Canadian society; to promote citizens' participation and engagement in Canadian society through volunteering and community



involvement; and to help the voluntary sector strengthen its capacity to provide programs and services for the benefit of Canadians.

The Community Partnerships Program plays a key role in the delivery of the Government of Canada's Voluntary Sector Initiative, which aims to build a new relationship between the federal government and the voluntary sector. In this function, it coordinates and manages the Government of Canada's celebration of International Year of Volunteers in partnership with Human Resources Development Canada, and also serves as the secretariat for the National Volunteerism Initiative Joint Table, a key element of the broader Voluntary Sector Initiative.

### ◆ Aboriginal Peoples' and Human Rights Programs Directorate

The Directorate promotes the development, understanding, respect for and enjoyment of human rights in Canada; coordinates consultations on the domestic implementation of international human rights instruments, and promotes the full social, cultural and economic potential of Aboriginal people off-reserve and their equitable participation in Canadian society.

#### Human Rights Program

Promotes knowledge of human rights through various education and promotion activities, and coordinates the preparation of Canada's reports on the implementation of United Nations and other international human rights instruments. The activities of the Program include the provision of both financial and technical support to non-governmental organizations concerned with human rights education, development and research, and assisting and coordinating federal/provincial/territorial consultations on human rights in Canada. The Program also funds the Court Challenges Program of Canada for test cases on official languages and equality rights guaranteed under Canada's Constitution (administered at arms-length from the Government).

#### Aboriginal Peoples' Program

Coordination and administration of a series of Aboriginal community-based programs that serve the off-reserve First Nations (status and non-status), the Inuit and the Métis peoples. Two key features of programming include program devolution to Aboriginal organizations for their management and administration and community-based projects that are initiated and managed by Aboriginal peoples. Programming falls under three themes: core funding and capacity-building, Aboriginal youth programs and cultural and language development, and is designed to support and facilitate the enhancement of the capacities of Aboriginal communities and organizations to participate in various fora and processes dealing with Aboriginal governance and the social, cultural, political, legal

and economic issues affecting the lives of Aboriginal peoples in Canadian society. Funding for programs and initiatives is provided through the Aboriginal Friendship Centres Program, the Northern Native Broadcast Access Program, the Aboriginal Representative Organizations Program, the Aboriginal Women's Program, the Urban Multipurpose Aboriginal Youth Centres Initiative, the Aboriginal Languages Initiative and Young Canada Works for Urban Aboriginal Youth. The Aboriginal Peoples' Program also administers three Aboriginal languages agreements with the Northwest Territories, the Yukon, and Nunavut.

### ◆ Multiculturalism Directorate

Since 1971, Canada's Multiculturalism Policy has contributed to a vision of Canadian society based upon the values of equality, recognition and mutual respect regardless of race, ethnicity, language or religion. The policy encourages participation by citizens of all backgrounds in building and shaping Canada through support of three fundamental goals: fostering identity, developing civic participation and enhancing social justice. The Multiculturalism Program is one of the vehicles used by government to advance these broad policy goals.

The Multiculturalism Program encompasses a range of activities including research, public policy analysis, public education and promotion, and the administration of a granting program which provides support to community based initiatives. Work undertaken or funded must meet one of the five following Program objectives: 1) to assist in the development of strategies that facilitate the full and active participation of ethnic, racial, religious and cultural communities in Canadian society; 2) to facilitate collective community initiatives and responses to ethnic, racial, religious and cultural conflict and hate-motivated activities; 3) to improve the ability of public institutions to respond to ethnic, racial, religious and cultural diversity by assisting in the identification and removal of barriers to equitable access, and by supporting the involvement of diverse communities in public decision-making processes; 4) to encourage and assist in the development of inclusive policies, programs and practices within Federal departments and agencies do that they meet their obligations under the Canadian Multiculturalism Act; and 5) to increase public awareness, understanding and informed public dialogue about multiculturalism, racism and cultural diversity in Canada.

### Official Languages Support Programs Branch

The objectives of the Official Languages Support Programs Branch are to promote the full recognition and use of both English and French in Canadian society and to encourage the development of Francophone and Anglophone communities in minority situations.

### Minority Language Education and Services

In partnership with provinces and territories, the Official Languages Support Programs Branch (OLSP) helps minority school boards offer their clients education of a comparable quality to that offered to the majority. Other measures are implemented to extend post-secondary Francophone education throughout the country, especially in key areas such as health, by using distance education and partnerships with existing institutions. OLSP also works in partnership with the provinces and territories to deliver provincial, territorial and municipal services in the minority language.

### Second Language Education

In co-operation with provincial and territorial governments, OLSP supports the delivery of quality French and English as second-language instruction at all levels, and works to promote and strengthen second official-language learning among Anglophone and Francophone majorities in Canada.

### Direct Support to Communities

With the Canada-community agreements concluded with each provincial and territorial community, OLSP works with communities to consolidate their network of agencies, to pursue their development priorities, to contribute actively to their local cultural and economic life, and to support projects with national benefits. Furthermore, OLSP coordinates the implementation of section 41 of the Official Languages Act to strengthen the contribution by federal institutions to the development of official-language minority communities. A new initiative, the Interdepartmental Partnership with Official-Language Communities, is implemented to encourage and stimulate partnerships among these communities and federal agencies.

### Promoting Canadian Linguistic Duality

To promote the bilingual character of our country as a fundamental part of our national identity, OLSP continues its effort to promote the Francophonie in Canada, one of the pillars of our country's cultural diversity. It also strengthens the visibility of official languages and of the Government of Canada's commitments to the public, community associations, and federal, provincial and territorial agencies and institutions. OLSP, for instance, offers young people the opportunity to experience linguistic duality through exchange programs, supports volunteer agencies wishing to offer their services in both official languages, and promotes the presence and recognition of French on the Internet. Internationally, OLSP promotes its expertise in linguistic development, including the Canadian language industries and linguistic tourism.

### Sport Canada Branch

Sport Canada develops policies and programs that support the achievement of high performance athletic excellence and the development of the Canadian sport system as a means to strengthen sport's unique contribution to Canadian identity, culture and society. To that end, the Branch provides assistance to athletes, national sports federations, multi-sport/service organizations and organizing committees of major events/games for activities that centre on advancing four strategic directions for sport: high performance athletes and coaches; development of the Canadian sport system; strategic positioning of sport; and access and equity. The Branch is in the midst of developing the Canadian Sport Policy to address the gaps in the sport system, and broaden and strengthen the federal government's mandate and commitment to sport. It is anticipated that the Branch will begin to focus some attention on increasing the participation of Canadians in sport.

### Canadian Secretariat of the Games of La Francophonie 2001

Canada will host the fourth edition of the Games of La Francophonie, to be held in Hull and Ottawa from July 14 to 24, 2001. The Games of La Francophonie are the only international games where medals are awarded both for athletic and artistic competitions.

Canada was selected in August 1997 by the Conférence des ministres de la jeunesse et des sports of the countries that share the use of French to host the IV Games of La Francophonie. The federal Government holds the franchise for the Games. The Government established a Steering Committee to be advised on planning the Games. This political committee is chaired by the Honourable Don Boudria, the federal spokesperson for the Games and includes representatives from Quebec, Ontario, New Brunswick, the cities of Ottawa and Hull, the Outaouais Urban Community.

More than fifty participating States and Governments of La Francophonie (from a total of 55 members, associates and observers) will take part in the Games. More than 3,000 participants and 3,000 volunteers are expected to attend. The primary role of the Canadian Secretariat for the Games of La Francophonie is to support the three Ministers responsible for hosting the Games: the Honourable Don Boudria, the federal government's ministerial spokesperson for the Games and Chair of the Steering Committee; the Honourable Sheila Copps, Minister of Canadian Heritage, by virtue of her responsibility for sport and culture; and the Honourable Ron Duhamel, Secretary of State responsible for La Francophonie, by virtue of his responsibility for La Francophonie.



As set in the Règles des Jeux de la Francophonie, the Games are organized and coordinated by a non-profit organization, the 2001 Games of La Francophonie Organizing Committee (COJF). The COJF is in particular responsible for organizing sports and athletic competitions; hosting, providing accommodations and food; coordinating access to health services; local transportation; organizing the press centre, media relations and public relations; organizing the opening and closing ceremonies; tourism promotion, promoting the Games in Canada in accordance with the rules of the Games of La Francophonie and the policies of the International Committee for the Games of La Francophonie (CIJF); preparing competition sites, technical support as per the standards of international sports federations and those of the CIJF for cultural disciplines; accreditation and required funding.

## Strategic Policy Sector

The Strategic Policy Sector is responsible for the development and implementation of strategies and instruments in order to manage the corporate policy issues and processes in a concerted fashion; to develop a vision and a focused, coherent policy and planning framework; to set in place management mechanisms that will implement this policy and planning framework and promote the effective integration of vertical and horizontal issues across the Department; to provide the opportunity for the Department to define and stake out its unique role in valuing and strengthening the Canadian experience.

### ♦ Strategic Planning and Policy Coordination Branch

The Strategic Planning and Policy Coordination Branch manages the annual priorities and planning cycle for the Department, including the strategic planning process; develops corporate policies; and undertakes strategic research and information analysis. Furthermore, it oversees and manages bilateral relations with provincial and territorial governments. The Branch ensures that appropriate environmental and public policy factors are considered in the Department's strategic and tactical decision-making, manages the Department's approach to horizontal governmental and departmental policy issues and also manages Aboriginal issues affecting both the Department and its Portfolio agencies.

### ♦ International Affairs Branch

The Branch oversees and manages the Department's bilateral relations with other countries and multilateral relations with major international organizations and institutions. Responsibilities include international strategic planning, international cultural policy development and bilateral and multilateral cooperation, including the pursuit, with the Department of Foreign Affairs and International Trade, of a New International

Instrument on Cultural Diversity. The Branch represents Canada in various multicultural fora such as UNESCO, the Council of Europe and the International Network on Cultural Policy (INCP), and hosts the INCP Liaison Bureau. It also represents Canada in various organizations of La Francophonie relating to sport, culture, communications and francophone content on the Internet, as well as managing Canadian participation in TV5. It also organizes Canada's participation in international expositions held abroad, working closely with other federal departments, provinces and territories and the private sector. It represents the Government of Canada at the Bureau international des expositions (BIE), the body which controls the frequency and the quality of international expositions, and is responsible for the fulfilment of the BIE Convention when expositions are hosted in Canada.

### ♦ Government Business Directorate

The Government Business Directorate manages Cabinet, Parliamentary, Legislative and Regulatory business for the Minister, Secretary of State, and senior management. The Directorate pilots departmental initiatives through Cabinet and the Parliamentary system, reviews and advises on departmental and governmental Cabinet documents and briefs the Minister. It also coordinates daily Question Period preparations, tracks Parliamentary committee activity, in addition, the Directorate prepares the short-term departmental work plan, and coordinates departmental input to Government-wide initiatives such as the Federal Regulatory Plan. As well, it undertakes special projects such as departmental input to the Speech from the Throne.

### ♦ Regional Operations

A network of five regional offices, in Moncton, Montreal, Toronto, Winnipeg and Vancouver, manages and delivers programs, serves clients, provides daily liaison with the public and contributes to the development and implementation of departmental policies. Twenty-eight points of service across the country ensure that Canadians have access to departmental programs and services.

## Portfolio and Corporate Affairs Sector

The Portfolio and Corporate Affairs Sector is responsible for working in partnership with the portfolio agencies and Crown corporations and for managing the departmental resources to promote employee accountability and improve service to Canadians. The Sector encompasses the Portfolio Affairs Office, the Parks Policy and Liaison Branch, the Chief Information Officer Branch, the Financial Management Branch, the Corporate Review Branch, the Executive Services Branch and the Office of Modern Management.



The Sector advises the Minister and Secretaries of State on all matters related to its mandate.

### ◆ Portfolio Affairs Office

The Portfolio Affairs office provides a strategic focus to the Department's interactions with members of the Portfolio by coordinating and integrating issues related to the policy, resources planning, reporting, marketing and communications of the 18 agencies and Crown corporations for which the Minister of Canadian Heritage is responsible. It manages Ministerial and Deputy Ministerial meetings with the Chairs of Crown corporations and the heads of other Portfolio organizations and oversees the process of Governor in Council and Ministerial appointments.

### ◆ Parks Policy and Liaison Branch

The Branch's role is to manage the Parks Canada Agency's legislative, cabinet and financing priorities, coordinate conservation-related strategic policy needs and advise the Minister and Deputy Minister. Parks Policy and Liaison offers a "single window" service on Parks Canada-related business, with the exception of national historic sites, and collaborates with but is separate from the Portfolio Affairs Office.

### ◆ Chief Information Officer Branch

The Branch is responsible for managing the innovative and strategic use of information as a corporate resource; for coordinating the sharing and integrating of information resources to meet the Department's program delivery needs and objectives; for the enhancement of services and productivity improvement through the re-engineering of business plans and processes and the application of technology and for managing departmental investments in and use of technology; for the planning and definition of the Department's information management policy and its implementation through this organization.

### ◆ Financial Management Branch

The Financial Management Branch is responsible for developing and implementing the financial management framework in Canadian Heritage that is the foundation for sound decision-making and sound comptrollership practices. The Branch has four directorates:

The Financial Planning and Resource Utilization Directorate is responsible for the development and maintenance of an integrated financial management framework; the funding of departmental operations through the preparation of departmental Budgets and Estimates; monitoring, controlling, and providing advice for the optimum utilization of resources allocated to the Department; and developing and directing the implementation of sound financial planning, financial

control and departmental reporting at the corporate level, and management reporting at the senior management level.

The Grants and Contributions Directorate is responsible for maintaining an appropriate management framework to ensure due diligence in the management and administration of the department's grants and contributions programs; advising Program management in the areas of financial analysis and compliance with Treasury Board Terms and Conditions and policies; developing appropriate policies and procedures; providing advice and training to departmental staff and program managers; and supporting users of the Department's Grants and Contributions Information Management System.

The Accounting Services, Financial Policy and Systems Directorate is responsible for departmental accounting operations; issue of payments and collection of revenues; maintaining the departmental delegation of signing authorities; production of Public Accounts; overseeing financial systems, policies and training; development and operation of the Department's Integrated Financial and Materiel System (IFMS); and the implementation of the Financial Information Strategy (FIS).

The Contracting and Materiel Management Directorate is responsible for providing advice and support to management in the areas of goods and services contracting, partnerships, sponsorships, warehousing, fleet operations and assets tracking.

### ◆ Corporate Review Branch

The mandate of the Corporate Review Branch is to provide information to senior management on how effectively and efficiently the Department's resources have been used and to make the necessary recommendations on how their use could be improved. It provides information, analysis and advice to managers at all levels of purposes of strategic planning, priority setting, resource allocation, policy and program development, and performance reporting.

The Branch primarily directs and coordinates the Department's audits and evaluations. It helps managers assess policies, programs and operations so they can identify, understand and report on the results obtained. The information thus obtained is used to report to Parliament and central agencies and to provide advice to the Deputy Minister, Minister and Secretaries of State. The Branch has namely the lead for the preparation of the "Departmental Performance Report (DPR) to be submitted to TBS each year, using a results-based management format.

In accordance with the new Treasury Board Policies on Internal Audit and on Evaluation Policy, the Branch is

committed to: a) provide departmental management with objective assessments about the design and operation of management practices, control systems, and information, in keeping with modern comptrollership principles and thereby contributing to the government's continuous management improvement program and accountability for results; and b) ensure that the government has timely, strategically focused, objective and evidence-based information on the performance of its policies, programs and initiatives to produce better results for Canadians.

### ◆ Executive Services Branch

The Executive Services Branch was established in October 2000, bringing together ministerial, administrative and operational services into a central branch to coordinate senior management committees, to plan events and opportunities for the Minister and Secretaries of State to carry the Department's message to key events and stakeholders, and to manage and respond to requests and inquiries from the public.

There are five groups within the Executive Services: the Ministerial Correspondence Secretariat, the Bureau of Ministerial Events, the Access to Information and Privacy Secretariat, the Executive Services Secretariat and the Operational Services Unit.

### ◆ Office of Modern Management

Created in April 2001, the Office of Modern Management will act as a catalyst and facilitator in the Department to work horizontally with managers throughout the organization to promote modern management practices. The Office of Modern Management will work with partners to identify key areas for action and capacity building in management practices in the areas of managing for results, responsible spending, values and ethics, and citizen focus. The work will build on and integrate a number of initiatives already underway in the development of planning and performance management frameworks, financial and risk management, learning programs, integrated management processes, and the introduction of enabling technologies.

## Arts and Heritage Sector

The Sector develops policies and delivers programs and services to arts and heritage organizations. The Sector seeks to heighten Canadians' awareness of the contribution of the arts and heritage community to the fabric of Canadian society, and by increasing access to arts and heritage resources, to strengthen Canadians' understanding of their country.

In fulfilling its mandate, the Sector works closely with portfolio agencies – including the Canada Council for the Arts, the National Arts Centre, Canada's national museums, the National Archives of Canada and the National Library. The Sector advises the Minister on all matters related to its mandate.

### ◆ Arts Policy Branch

The Arts Policy Branch develops national strategies, policies and programs to assist Canadian artists and non-profit cultural organizations, and conducts related research. It is responsible for the Cultural Initiatives Program, the National Arts Training Program, and a new infrastructure initiative called the Cultural Spaces Canada Program. The Branch is currently developing program instruments addressing the issues of financial and organizational stability in arts and heritage organizations, enhanced access to the arts for Canadians, and strengthened linkages between communities and the arts. It also advises the Minister on policies regarding the Canada Council for the Arts and the National Arts Centre.

## Canadian Conservation Institute

The mandate of the Canadian Conservation Institute (CCI) is to promote the proper care and preservation of Canada's movable cultural heritage and to advance the practice, science and technology of conservation.

Its mission is to preserve Canadian heritage and support conservation and heritage institutions in Canada by creating and disseminating conservation knowledge and providing expert services. CCI offers a wide range of services and products to its clients, including: advisory services, conservation and restoration treatment services, scientific and analytical services, site visits and on-site consultancy services, training services, preventive conservation services, publications and specialized products, library services, and exhibit transportation services.

## Canadian Heritage Information Network (CHIN)

CHIN's mission is "to broker effective access to Canadian and international heritage information for public education and enjoyment and for the collective benefit of Canadian museums". Through the Virtual Museum of Canada (VMC) at, CHIN assists the Canadian museum in achieving a collective online presence. Part of the Canadian Digital Cultural Content (CDCCI), the VMC enables Canadians to freely access, in both official languages, heritage content and features developed by Canadian museums and galleries. Content includes virtual exhibits, games, educational



materials, close to 200,000 images and records of museum treasures, and information about nearly 2,500 attractions and their offerings.

The CHIN Web site at provides the heritage community with access to professional resources. Products and services include online courses on image digitalization and automated collection management systems; information about professional events and career opportunities; research and reference tools; a national inventory of more than 25 million museum objects, including artifacts, natural science specimens and archeological sites; intellectual property publications; bibliographies and data dictionaries. CHIN also represents the museum community in international projects related to access to heritage information and, through project partnerships, provides a technology assessment function in the areas of creating and managing electronic heritage information resources. CHIN's work in developing standards for museum documentation has been internationally recognized and has been extended to encompass a broad range of information types and the technical protocols necessary to exchange information in a widely distributed environment.

#### ◆ Heritage Policy Branch

The Branch is responsible for the development of legislation and national policies and strategies aimed at protecting and enhancing public access to Canada's artistic, historic, built, natural and scientific heritage. The Branch maintains ongoing liaison with federal heritage agencies, and with national heritage organizations and other non-governmental organizations. The Branch is also responsible for the design and delivery of heritage programs such as the Museums Assistance Program, the Movable Cultural Property Program; the heritage components of the Young Canada Works Program; and the Canada Travelling Exhibitions Indemnification Program; and provides the Secretariat to the Canadian Cultural Property Export Review Board.

### Cultural Development Sector

The Cultural Development Sector helps put policies into place and deliver programs for Canada's cultural and broadcasting industries. Its mandate is to develop a sustainable, competitive environment in Canada, through both domestic and international measures, for the creation, production and distribution of Canadian content in all media, including film, video, radio, television, publishing, sound recording, and multimedia, and to contribute to their exportability.

In fulfilling its mandate the sector works closely with federal cultural and broadcasting agencies – including the National Film Board, Telefilm Canada, the Canada Council for the Arts, the Canadian Broadcasting Corporation, and the Canadian Radio – Television and Telecommunications Commission. The sector advises the Minister on all matters related to its mandate.

#### ◆ Broadcasting Policy and Innovation Branch

Through formulating policies, proposing legislation, and designing and administering programs in relation to the Canadian broadcasting system, the Branch is responsible for ensuring that the Canadian broadcasting system contributes to the realization of Canadian social, cultural and economic objectives; enhancing the production and exhibition of Canadian television and radio programming and their availability to Canadians; and providing advice concerning the implementation of policies and programs by the independent agencies responsible for these activities including the Canadian Broadcasting Corporation (CBC), and the Canadian Radio-television and Telecommunications Commission (CRTC). The Branch provides advice in relation to responsibilities of the Minister under the Broadcasting Act with respect to the issuance of policy directions to the CRTC and the review of CRTC broadcasting decisions.

#### ◆ Copyright Policy Branch

Copyright has been described as the foundation upon which all cultural creation is built. Copyright allows creators to be fairly compensated for their works, and provides a mechanism through which Canada's rich cultural heritage is disseminated and made accessible to the greatest possible number of citizens. Copyright promotes and protects all forms of creative endeavor, and thus supports the development of all Canadian cultural industries. The Copyright Policy Branch is responsible for formulating national policies, and for proposing legislative amendments to the Copyright Act when necessary. The work of the Branch ensures, through the development of policies and legislation, the legal recognition and protection of the economic and moral rights of creators and users.

#### ◆ Film Video and Sound Recording Branch

By formulating national policies, designing and administering programs in the fields of film, video and sound recording, the Branch is responsible for helping to sustain a strong domestic film and video industry, as well as a strong domestic sound recording industry; enhancing the production and distribution of Canadian films, video programs and sound recording to ensure



their availability to Canadians; and providing advice concerning the implementation of policies and programs by the cultural agencies such as the National Film Board and Telefilm Canada, which are consistent with the federal government's cultural policy and objectives. Through the Canadian Audio-Visual Certification Office, it also co-administers Canada's film and video tax credit programs with the Canada Customs and Revenue Agency.

#### ♦ Publishing Policy and Programs Branch

By formulating and developing national policies, proposing legislation and designing and administering programs in the fields of book and periodical publishing, the Publishing Policy and Programs Branch is responsible for fostering the creation, publication and dissemination of Canadian authored books and periodicals containing Canadian editorial content. This is achieved through supporting the Canadian-owned book and periodical publishing sectors. The Branch also supports the Canadian book and periodical publishing industries by providing direct financial assistance to Canadian publishers, by ensuring that market conditions do not unfairly jeopardize the ability of Canadian publishers to produce books and periodicals, or by ensuring that Canadian publishers remain competitive in the marketplace. The Publishing Policy and Programs Branch works closely with other departments, Canada Council for the Arts, stakeholders and clients to ensure a strong Canadian-owned industrial infrastructure within the Canadian publishing industry.

#### ♦ Trade and Investment Branch

The Trade and Investment Branch develops policies and programs to help Canadian cultural industries export their products and services abroad. The Branch ensures that Canada's cultural policy objectives are supported in international trade and investment negotiations and disputes. The Branch offers services and programs (such as export awareness, training for exporters, export market intelligence and research, international business promotion, assistance to Canadian Trade Commissions abroad) to open doors for more Canadian cultural exporters in foreign markets. The Branch assists cultural exporters to diversify and expand markets and exports, manages the Department's participation in Team Canada Inc., advises on strategies for international trade and investment negotiations and disputes, represents the interests of Canadian cultural industries at international trade and investment forums. The Branch is also responsible for the administration of the Investment Canada Act as it relates to acquisitions and the establishment of new businesses by non-Canadians in the cultural sector.

## Information Holdings

### Program Records

#### Canadian Identity Sector

##### Canadian Studies

**Description:** Information concerning the activities of the Canadian studies component, as well as technical and financial support provided to individuals, organizations, private sector companies and corporations and educational institutions aimed at promoting Canadian studies. **Topics:** Canadian studies – general; The Uniqueness of Canadian Society; The Media in Canadian Society, Canadian Comparisons; Canada in the World; Science in a Canadian Context; Print Learning Materials Development; Film and Audio-Visual Learning Materials Development; Computer-based and assisted Learning Materials Development; Open Learning Materials Development; Matching of Private Sector Support for Canadian studies; TERRA NOVA Initiatives; Publications pertaining to Canadian studies. **Format:** Print and electronic. **Access:** Organized by category. **Program Record Number:** CH CCP 085

##### Exchanges Canada (replaced Youth Participation Program in April 2000)

**Description:** Information relating to exchanges programs and exchanges-related activities aimed at young Canadians. **Topics:** Brochures and eligibility criteria for Exchanges Canada programs. **Format:** Paper and electronic (Web site). **Program Record Number:** CH CCP 065

##### State Ceremonial and Protocol

**Description:** Information concerning State Ceremonial activities. **Topics:** Protocol and Special Events – ceremonies (state funerals, Canada Day, flags, installation of governors general, statue unveilings, etc); – lieutenant-governors (general administrative support; provincial administrators; speeches from the Throne; statutes); – Royal visits (organize and deliver all federal aspects of visits); – legal applications (advice on the use) of the Canadian flag and other official symbols of the Crown (includes royal patronage; royal photographs; use of prefix royal; use of names of members of the Royal Family; salute and saluting; titles); – gifts offered by the Government of Canada and Governor General; – use of Parliament Hill. **Format:** Paper and electronic (Web site). **Access:** Organized by subject. **Program Record Number:** CH CPP 040

### Canadian Symbols Promotion

**Description:** Information concerning Canadian symbols. **Topics:** Flag etiquette in Canada; the Arms of Canada; the National Flag of Canada; and the National anthem of Canada. **Format:** Paper and electronic (Web site). **Program Record Number:** CH CPP 040

### National Strategic Alliances

**Description:** Information relating to partnerships, sponsorships and strategic alliances with corporate Canada, the not-for-profit sector, and other government departments. **Topics:** Effective Partnerships with Corporate Canada: Policy Framework, Tools and Methods. **Program Record Number:** CH CCP 045

### Community Partnerships Program

**Description:** (i) information and resources relating to the International Year of Volunteers 2001; (ii) resources on volunteerism and fund-raising to help voluntary organizations build capacity; (iii) studies and policy papers relating to the voluntary sector, primarily from the mid-1980s to the mid-1990s. **Topics:** Volunteerism, voluntary sector, voluntary action.

**Format:** Paper and electronic (Web site (ii) paper and electronic (web site (iii) paper (through PCH archives). \pard uAccess: organized by subject matter. **Program Record Number:** CH CCP 060

### Human Rights Program

**Description:** Information concerning policies and programs relating to human rights and the implementation of international human rights instruments; technical and financial support to national and regional voluntary and non-governmental organizations aimed at promoting development, understanding and respect for human rights in Canada. **Topics:** Human rights — general; Canadian Charter of Rights and Freedoms; International bodies and specialized agencies; multilateral treaties; Canada's reports to the United Nations; International Covenant on Civil and Political Rights; International Covenant on Economic, Social and Cultural Rights; International Convention on the Elimination of All Forms of Racial Discrimination; Convention on the Elimination of All Forms of Discrimination against Women; Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment; Convention on the Rights of the Child; Court Challenges Program of Canada. Committees — general; Continuing Committee of Officials on Human Rights; Conferences/Seminars — general; Conferences of Ministers Responsible for Human Rights. **Format:** Paper and electronic (Web site). **Program Record Number:** CH CCP 035

### Multiculturalism

**Description:** Information concerning the Canadian Multiculturalism Act, the application of the federal multiculturalism policy and program activities involving the multicultural nature of the country. **Topics:** Multiculturalism Program — general; program management; social development; community action; civic participation; anti-racism; public education on multiculturalism, racism and diversity; organizational and institutional change related to diversity; ethnic, racial, religious and cultural identity; hate crime and bias activity; research; reports and studies; demographic data; research and analysis for the Minister and for federal departments and agencies on the implications and application of multiculturalism as a federal policy. **Format:** The Multicultural Act as well as bibliographies of publications and lists of research projects undertaken by the Program can be found in electronic format on the Canadian Heritage web site. To order any of these products, please contact the Research Centre at (819) 953-1970. Access: All funded research projects and annotated bibliographies are listed alphabetically by author. **Program Record Number:** CH MUL 050

### Aboriginal Peoples' Program

**Description:** Information concerning policy relating to Aboriginal peoples, grants and contributions, advice and the administration of programs supporting Aboriginal organizations and on social, cultural, political and economic issues and research concerning Aboriginal peoples. **Topics:** Aboriginal peoples — general; Aboriginal representative organizations; language retention; social and cultural development; women; youth. **Format:** Paper and electronic (Web site). **Program Record Number:** CH CCP 070

### Official Languages — Federal-Provincial/Territorial Cooperation

**Description:** Information pertaining to education in the language of an official-language minority community and the teaching of the second official language. **Topics:** Development of bilingualism; Bilingualism and Biculturalism Royal Commission; information — program and publicity; Official Languages in Education; summer language bursary program; official language monitor program; correspondence with the public and educational institutions; elementary, secondary and post-secondary levels education; federal/provincial/territorial conferences; adult education language programs; specific projects and activities, cost-shared by province and territory; language research — general, conferences, co-operation with institutions and organizations, projects, general enquiries, relations with national and inter-provincial organizations; protocol of agreements between the Government of Canada and the Council of Ministers of Education, Canada (CMEC)



and bilateral agreements between the Government of Canada and provincial/territorial governments, for minority-language education and second-language instruction. **Format:** Electronic and paper support.

**Access:** Records organized by program and chronological order. **Program Record Number:** CH ESP 030

#### Official Languages Minority Communities

**Description:** Information on the services provided to official-language minority community groups, including funding to voluntary organizations, to establish and maintain their organizations. **Topics:** Development of institutional services for the minority; lobbying and promotion activities relating to access of minority groups to educational, health, sports, leisure and telecommunications services; maintenance and development of services provided directly by minority-community organizations. **Format:** Electronic and paper support. **Access:** Records organized by program and chronological order. **Program Record Number:** CH OLP 025

#### Promotion of Official Languages

**Description:** Information on the Promotion of Official Languages Program, which provides funding and technical support to organizations in the private sector and to provinces and territories. **Topics:** Promulgation and implementation of laws recognizing the equal status of both official languages; fostering a national awareness of linguistic duality; introduction of linguistic reforms within the activities carried out by organizations, voluntary and private sector establishments and the provinces and territories.

**Format:** Electronic and paper support. **Access:** Records organized by program and chronological order. **Program Record Number:** CH OLP 020

#### Sport Canada

**Description:** Information relating to programs aimed at national sport organizations and high performance athletes, as well as financial eligibility and support. Also, information on sport participation in Canada, Canadian results at major events, major events hosted in Canada, and policies with the area of sport. **Topics:** National Sport Organization Support Program including national sport federations, sport organizations for athletes with disabilities, multi-sport/service organizations and national sport centres; Athlete Assistance Program; Hosting Support program; Sport Funding and Accountability Framework; major games schedule; sport publications, reports, papers and policies. **Format:** Electronic and/or paper support. **Program Record Number:** CH FAS 415

## Arts and Heritage Sector

#### Canadian Conservation Institute

**Description:** Information on the provision to Canadian museums of specialized conservation services, conservation research, Exhibit transportation and storage; strategic planning; technical design advice on building and renovation of heritage facilities; training through internships, publications and information services on the institute's conservation research projects and other related technical areas. **Topics:** Operations; fine arts and polychromes; textiles; works of art on paper; archaeology and ethnology; furniture and wooden objects; development planning and feasibility studies; architectural design; environmental standards and controls; collection preservation; security; fire protection; Exhibit transportation and storage; conservation processes research; environment and deterioration research; analytical research services; photographic services, documentation; publications; internships; workshops and seminars; library. **Program Record Number:** CH MHP 276

#### Canadian Cultural Agencies: Performing, Visual and Literary Arts

**Description:** Correspondence, memoranda and reports relating to the Canada Council and National Arts Centre. **Topics:** Canada Council – organization, legislation and regulations, programs and development, requests for information and assistance. National Arts Centre – facilities, organization, legislation and regulations, financial policy, resident companies. **Program Record Number:** CH APP 232

#### Canadian Heritage Information Network (CHIN)

**Description:** The provision of services to assist Canadian museums and other heritage organizations in sharing and disseminating information about their institutions, collections, and related information; manages investment in the development of online museum content; on-line journal for heritage professionals; advice and training on the application of information management and technology in museums; production of virtual exhibitions in collaboration with national and international partners; information exchange; related publications; and database subscription services. **Topics:** Electronic delivery of museum products and services; information management; documentation; national inventories of Canadian collections and archaeological sites; research and reference information pertinent to conservation, archaeology, material culture, and museums; information technology assessment; Internet presence, intellectual property management; policy; procedures; public enquiry. **Storage Medium:** Servers. **Program Record Number:** CH MHP 274



### Cultural Initiatives Program – Applications for Financial Support

**Description:** Information concerning projects for which financial support has been requested from the program.

**Topics:** Management and strategic development of non-profit cultural organizations; festivals and special events; capital projects. **Program Record Number:** CH APP 265

### Heritage Policy

**Description:** Cabinet documents, legislation, policy issues for the Government, correspondence, memoranda, reports and socio-economic data relating to cultural heritage preservation and enhancement for the benefit of present and future generations of Canadians. **Topics:** Cultural heritage; historical resources; libraries; museums; archives; federal archaeology; historic sites and places; federal heritage agencies. **Program Record Number:** CH MHP 225

### Movable Cultural Property – Policy and Activities

**Description:** This class of documents contains information about the departmental activities related to the Cultural Property Export and Import Act. It includes files on the administration of the Cultural Property Export and Import Act, the applications for designation of institutions and public authorities as eligible recipients of cultural property grants, loans and applications for grants and loans, and files on applications for export permits. **Topics:** Purpose of the Act, amendments and associated instruments; policy concerning patriation of cultural objects, export and import control; case files of illegal imports and exports; designation of eligible institutions; cultural property grants and loans; export permits; cultural property export control; cultural property protection in other countries. **Program Record Number:** CH MHP 275

### Museum Assistance Program

**Description:** Separate files are maintained at Headquarters and in regional offices for all applications under the program's components. Files contain information on the corporate and financial status of the museum, art gallery or related organization involved. Project specifications and all correspondence are included on the file. **Topics:** Assistance programs – aid to individual museums, art galleries, and related non-profit organizations for specific projects in public access and service, collections support, organizational and human resource development and aboriginal museum development; studies related to program performance. **Program Record Number:** CH MHP 278

### Performing, Visual and Literary Arts Policy

**Description:** Correspondence, memoranda and reports relating to performing, visual, media and literary arts, crafts and design policy issues. **Topics:** Arts; performing arts; Status of the Artist Legislation and related initiatives; music; theatre; dance; taxation – Canadian artists, tax issues and treatment of the artists; federal tax; tax expenditures; tax incentives and fiscal measures; visual arts; crafts; exhibitions and fairs; literary arts; cultural sector training; Native arts; arts and technologies and Arts marketing. **Program Record Number:** CH APP 235

### Arts Development and Programs

**Description:** Information on policies, statistics, programs and proposals related to human resources issues in the cultural sector, cultural tourism, new media arts, festivals and outreach issues, minority language arts communities, and cultural facilities. **Topics:** Training and professional development, marketing, media, performing and visual arts, cultural facilities. **Program Record Number:** CH APP 215

### National Arts Training Contribution Program – Applications for Financial Support

**Description:** Information concerning institutions and programs for which financial support has been requested. **Topics:** Training in the arts – dance, theatre, opera, music, circus, visual arts. **Program Record Number:** CH ACG 210

## Cultural Development Sector

### Book Publishing Industry Development Program

**Description:** Separate files are maintained for each application under the program's components. Files contain information on the corporate and financial status of the book publisher or industry group involved. Financial statements, business plans and all correspondence are included on file. The program also maintains an automated data bank with financial information on each applicant. **Topics:** Programs components – aid to publishers; distribution; aid to industry and associations, international marketing assistance. **Program Record Number:** CH ACI 250

### Broadcasting Programming Services

**Description:** Information on the identification and analysis of issues leading to the development of policy and program proposals for national application taking into account international trends and developments. Information on the formulation of policies and proposals, recommending and shaping strategies directed at developing the Canadian broadcasting sector both in Canada and internationally. **Topics:** This

includes television, radio, pay and specialty services [both public (CBC and provincial) and private] operating in English and French and other languages in a manner that enhances Canadian social, cultural, political and economic objectives; formulating and shaping policies and strategies for the CBC and negotiating their implementation; monitoring and assessing the impact of major trends on the broadcasting sector including digital technology and digital video compression, industry restructuring and heightened competition, international trade agreements and public and private sector needs and concern. **Program Record Number:** CH BCI 026

### **Broadcasting Distribution Services**

**Description:** Information on legislative changes to the Broadcasting Act, identification and analysis of issues leading to program policy and development proposals for national and regional application and in relation to international concerns; formulates policies and programs recommending strategies which ensure the Canadian broadcasting system evolves in a manner that safeguards and enhances Canadian social, cultural, political and economic objectives, particularly with respect to violence, access and media literacy. **Topics:** Relates to current and emerging areas of significance such as the information highway, convergence, telecommunications, industry restructuring, international trade agreements and evolving technologies; develops legislation which reflects policy with respect to radio, television, cable television and other broadcasting distribution services; and administers related programs. **Program Record Number:** CH ACI 224

### **Canada Magazine Fund (CMF)**

**Description:** Separate files are maintained for each application under the program's components. Files contain information on the corporate and financial status of the periodical publishers or industry group involved. Financial statements, business plans and all correspondence are included in the file. The program also maintains an automated data bank with the financial information on each application. **Topics:** Program's components – support for editorial content; support for business development for small magazines; support for infrastructure development.

### **Canadian Audio-Visual Certification Office (CAVCO)**

**Description:** An automated information bank containing information on applications from producers for the Canadian Film or Video Production Tax Credit Program (CPTC) and the Film or Video Production Services Tax Credit Program (PSTC) and the pre-existing Capital Cost Allowance Program (CCA). A manual filing system exists containing individual application forms and supporting documentation for all the programs, including UNESCO's Beirut

Agreement certification program. Specific client information is confidential. Specific requests for statistics can only be accommodated on a general aggregate level. **Topics:** This information includes: number of certified productions per year as well as total budgets; and number of applications received and certified. **Program Record Number:** CH ACI 255

### **Canadian Film or Video Production Tax Credit Program (CPTC)**

**Description:** A refund tax credit program for films and videos with Canadian content. The tax credit is available at a rate of 25% of qualified labour expenditures incurred after 1994 by a qualified corporation, for the production of a Canadian film or video production. The qualified labour expenditure may not exceed 48% of the cost of the production net of assistance. Co-productions between Canada and another country are eligible for the tax credit program only when co-produced under an official treaty. **Topics:** The February 27, 1995 federal budget proposed to eliminate the capital cost allowance (CCA) incentive for certified productions in favour of a refundable tax credit. The CPTC Program jointly administered by the Canadian Audio-Visual Certification Office (CAVCO) and Canada Customs and Revenue Agency (CCRA), was subsequently created to replace the CCA incentive.

### **Copyright Policy Development**

**Description:** Information on the formulation and recommendation of departmental copyright policy and associated legislative development at departmental and inter-departmental levels. **Topics:** Criteria for copyright protection, especially in the digital environment; subject matter of protection; economic and moral rights of copyright owners; ownership of copyright; exceptions to protection; term of protection; infringement of copyright and remedies; briefs and submissions relating to the above; copyright-based industries; clearance of copyright; interfacing of communications; copyright policies, and international negotiations of copyright protection. **Program Record Number:** CH APP 245

### **Cultural Industries Development Fund (CIDF)**

**Description:** Files relating to policy documents, Memoranda of Understanding, lists of firms and amounts awarded, and minutes of the Joint Committee of the CIDF are maintained. Information regarding the admissibility of specific firms is kept with the Business Development Bank of Canada, which administers the CIDF on behalf of the Department. Client information is confidential and consists of annual reports, business plans, and financial statements. **Topics:** Business Development Bank of Canada, Cultural Industries Development Fund. **Program Record Number:** CH ACI 230



## Film and Video Policy and Programs

**Description:** Information on the film and video industries in general, their markets, industry participants, related departmental and agency programs, industry associations and policy issues.

**Topics:** Canadian ownership; imports and exports; distribution and production; federal cultural agencies – Telefilm Canada, National Film Board; foreign investment policies tax issues; tax credit issues; financial assistance; training and development.

**Program Record Number:** CH ACI 221

## Film or Video Production Services

### Tax Credit Program (PSTC)

**Description:** A refundable tax credit program for films and videos without Canadian content. The PSTC is available at a rate of 11% of qualified Canadian labour expenditures incurred after October 1997 by an eligible production corporation for services provided in Canada by Canadian residents or taxable Canadian corporations for the production of an accredited production. **Topics:** The PSTC is a mechanism designed to encourage the employment of Canadians by a corporation, the activities of which in the year are primarily the carrying on through a permanent establishment in Canada of a film or video production or production services business. In return for hiring Canadian residents to perform work in Canada, the eligible production corporation may be entitled to a credit against taxes payable in Canada.

## Innovation

**Description:** Factual and analytical information on questions related to policy development and the creation of national programs as a result of the development of new and emerging technologies. Analyses their possible application in the Canadian cultural sector and evaluates the potential impact from social, cultural and economic perspectives. Develops and implements strategies, policies and legislation in order to ensure that the broadcasting system is developed and structured in a manner consistent with the government's social, cultural and economic objectives. **Topics:** Information Highway, cable television, emerging technologies, Information Society. **Program Record Number:** CH INN 240

## Investment Canada Act

**Description:** This class of documents contains separate files for each notification, application for review or opinion under the Investment Canada Act. Files contain information about the corporate and financial status of non-Canadian investors and the Canadian businesses involved in transactions. Personal information retained could include citizenship, nationality and other personal and financial information of foreign investors, the company presidents, vice-presidents and shareholders. The information is used to determine whether the

Investment Canada Act applies to a specific investment and/or whether the investment is of net benefit to Canada. Files are maintained at the Department for the duration of the monitoring period and then filed in the archives of the Department.

## Loan Program for Book Publishers (LPBP)

**Description:** Separate files are maintained for each application. Files contain information on the corporate and financial status of the book publisher. Financial statements, business plans, and all correspondence are included on file. The program also maintains an automated data bank with financial information for each applicant. **Topics:** Loan Program for Book Publishers.

## Publications Assistance Program (PAP)

**Description:** Separate files are maintained for each request for registration made with regards to the Program available to periodicals, commercial newsletters, small community weekly newspapers and certain other weekly newspapers mailed in Canada for delivery in Canada. Eligible publications receive a subsidy applied against postal rates charged by Canada Post Corporation. **Topics:** Files contain general information on the publisher and required documents regarding their eligibility under the PAP. This information is confidential and consists of financial information on the publisher, reports, documents required by the Department and correspondence with Canada Post Corporation. **Format:** Files on this program will be kept for 7 years. **Program Record Number:** CH PAP 200

## Publishing Policy – Book and Periodicals

**Description:** Information on the formulation of policies and programs pertaining to the book trade and the magazine publishing industry in Canada. **Topics:** Book and periodical policy in Canada and in the international context; reports, statistics and studies; book publishing and related sectors; marketing and development of the publishing industry in Canada and internationally; periodical and newspaper publishers and publishing; postal subsidy; print media and advertising; foreign investment; electronic publishing; associations, clubs and societies relevant to the publishing industry; conferences, task forces and study groups. **Program Record Number:** CH ACI 223

## Sound Recording Policy and Programs

**Description:** Information on the sound recording industry in general, its markets, industry participants, related departmental and agency programs, industry associations and policy issues. **Topics:** Canadian ownership; imports and exports, copyright, customs and immigration; federal cultural agencies – Canada Council for the Arts and CRTC; private sector consortium – FACTOR MUSICACTION CANADA;



foreign investment policies; tax issues; financial assistance; training and development. **Program**  
**Record Number:** CH ACI 222

## Personal Information Banks

### Canadian Identity Sector

#### Athlete Assistance Program

**Description:** This bank contains information on federal financial assistance to top Canadian athletes. It includes biographical data, performance results and academic information on each recipient. **Class of Individuals:** Personal information related to top Canadian athletes. **Purpose:** The purpose of this bank is to maintain an inventory on eligible athletes receiving federal financing. **Consistent Uses:** Use of the bank is consistent with the purpose specified in part 5. **Retention and Disposal Standards:** Records are retained while recipients are in receipt of financial support, and in accordance with the schedule of general records disposal for Central Registry files – 5 years. **TBS Registration:** 002734 **Bank Number:** CH PPU 220

#### Status of the High Performance

##### Athlete in Canada Study

**Description:** This bank contains detailed information on the socio-economic and occupational conditions of Canadian high performance athletes. **Class of Individuals:** Information related to Canadian High Performance Athletes. **Purpose:** To develop policies and programs which are responsive to the needs of Canadian Athletes and the current realities of international sport. **Consistent Uses:** None. **Retention and Disposal Standards:** To be established. **Related to PR#:** HWC FAS 415 **TBS Registration:** 002955 **Bank Number:** CH PPU 232

### Strategic Policy Sector

#### Governor in Council & Ministerial Appointments databases

**Description:** These banks contain recommendations and biographical information, as well as related correspondence, on persons recommended as nominees for Governor in Council appointments to organizations for which the Minister is responsible. These banks also contain information on individuals appointed to these organizations. **Class of Individuals:** Personal information relates to candidates for appointment to various positions within organizations for which the Minister is responsible, as well as to the current incumbents of these positions. **Purpose:** The purpose of these banks is to maintain an inventory of potential candidates for appointment to organizations for which the Minister is responsible and to track the status of the current appointees to these organizations. **Consistent**

**Uses:** None. **Retention and Disposal Standards:**

Active files are retained for approximately five years. **TBS**

**Registration:** 003698 **Bank Number:** CH PPU 058

### Human Resources Branch

#### Security Video Surveillance

**Description:** This bank contains video surveillance tapes for closed circuit television (CCTV) cameras located on the perimeters of Innes Road, Ottawa, Ontario. **Class of Individuals:** Employees of and visitors to these locations. **Purpose:** To protect government personnel and property. **Consistent Uses:** Video information that reveals evidence of illegal activity or employee misconduct may be disclosed to appropriate staff relations, enforcement or investigative bodies for further investigations, charges or disciplinary actions. **Retention and Disposal Standards:** These tapes are kept for a 7 day period and are then reused. **TBS Registration:** 003995 **Bank Number:** CH PPU 076

### Cultural Development Sector

#### Sound Recording Development Program

**Description:** This class of documents contains separate files for each application for funding under the Sound Recording Development Program. **Class of Individuals:** Individuals and private firms. **Purpose:** This information is compiled to help manage the Sound Recording Development Program. **Consistent Uses:** This information is used to determine eligibility for funding under the program. **Retention and Disposal Standards:** Records are retained for seven years. Applications are kept either with the Department or with FACTOR Musicaction and Canada Council for the Arts, all of which administer various components of this program. **TBS Registration:** 002073 **Bank Number:** CH PPU 052

### Classes of Personal Information

In the course of conducting the programs and activities of the Department, categories of personal information may be accumulated which are not contained in the specific personal information banks previously described in this entry. Such personal information includes requests for information and publications, research proposals, expressions of public support, comments and suggestions, requests for funding and assistance, and complaints. This information is stored as part of the general subject files, the records of which are not normally retrievable by name of individual or other personal identifier. Specifics must be provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Department and to whom it was addressed.

The personal information contained in these subject files is retained for the same period of time as the related subject information and is disposed of according to the appropriate subject records schedules.

#### **Book Publishing Industry Development Program**

This class of documents contains separate files for each application for funding under the Book Publishing Industry Development Program. Files contain information about the corporate and financial status of the book publishers or industry groups involved. Personal information retained could include citizenship, nationality and other personal and financial information of company presidents, vice-presidents and shareholders. The information is used to determine eligibility for funding under the program. Files are retained for seven years and are then destroyed. (See also Program Records: COM ACI 250 – Book Publishing Industry Development Program).

#### **Canada Magazine Fund**

This class of documents contains separate files for each application for funding under the Canada Magazine Fund. Files contain information about the corporate and financial status of the book publishers or industry groups involved. Personal information retained could include citizenship, nationality and other personal and financial information of company presidents, vice-presidents and shareholders. The information is used to determine eligibility for funding under the program. Files are retained for seven years and are then destroyed. (See also Program records: – Canada Magazine Fund).

#### **Canadian Audio-Visual Certification Office (CAVCO)**

This class of documents contains confidential personal information pertaining to the creative personnel employed in productions which have applied to the Canadian Film or Video Production Tax Credit Program (CPTC), the Film or Video Production Services Tax Credit Program (PSTC) and the pre-existing Capital Cost Allowance Program (CCA). Information is not filed by personal identifier, but is filed with application forms. Files are retained for 25 years and then transferred to the National Archives of Canada for selective retention. (See also Program Records: – Canadian Audio-Visual Certification Office (CAVCO), Canadian Film or Video Production Tax Credit Program (CPTC) and Film or Video Production Services Tax Credit Program (PSTC)).

#### **Canadian Heritage Information Network (CHIN)**

This class of personal information is pertinent to the collection of museum objects by Canadian museums. The purpose of the information is to create a national inventory of museum collections and to assist museums in managing their collections and developing online content. The documents may contain references to individuals with whom Canadian museums deal in

relation to collecting and Web development. Also contained is basic biographical information on Canadian artists. The records are created and supplied by Canadian museums and are maintained as long as is necessary for their management. In addition to CHIN member institutions, contact information is also held about subscribers to CHIN products and services. As well, information provided by Virtual Museum of Canada (VMC) users who register to receive e-mail updates is collected using Secure Socket Layer (SSL), a privacy enhancing technology. This information is kept under CHIN's control, protected under the Privacy Act, and is not provided to any third party. Information concerning the use of VMC content is gathered through "traffic data" for the purposes of statistical analysis, and is disclosed to third parties only in aggregate form. This information is captured in standard Web logs and through feedback.

#### **Cultural Initiatives Program**

This class of personal information contains applications and supporting documentation submitted by cultural organizations seeking financial assistance for their activities. These documents may contain personal information pertaining to the directors and officers of cultural organizations including names and addresses. As well, the curriculum vitae of participants and/or expert advisors to the proposed activity may be held on file. This information is not filed by personal identifier but rather by cultural organization or activity title. This information was compiled to assess applications for funding of projects under the program including management development projects, capital projects and festivals and special events such as national conferences, etc. Records maintained by headquarters are retained for seven years, then transferred to National Archives of Canada for selective retention. Records are also maintained by the Department's Regional Offices which are responsible for the management of the Program.

#### **Labour Market Study**

Part 1 of this bank contains personal information on approximately 1200 employees of the museums across Canada and responses to questions on training and professional development opportunities, employment conditions, educational and training background, and some demographic data. Part 2 contains data on 500 museums and responses to questions on the museums labour market such as number of full-time and part-time positions; number of people employed for each job and their classifications; current budgets, etc. Records will be kept for five years (plus two years dormant).

#### **Loan Program for Book Publishers**

This class of documents contains separate files for each application to the Loan Program for Book Publishers. Files contain information about the corporate and



financial status of the book publishers. Personal information could include citizenship, nationality and other personal and financial information of company presidents, vice-presidents and shareholders. The information is used to determine eligibility for funding under the program. Files are retained for seven years and are destroyed. (See also Program Records: – Loan Program for Book Publishers).

### National Arts Training Contribution Program

This class of personal information contains applications and supporting documentation submitted by cultural training institutions seeking financial assistance for their operations. These documents may contain personal information pertaining to the directors and officers of the institutions, including names and addresses. As well, the curriculum vitae of individuals associated with the institution may be held on file. This information is not filed by personal identifier but rather by the name of the cultural institution. This information was compiled to assess applications for funding of operations under the Program. Records maintained by headquarters are retained for seven years, then transferred to the National Archives of Canada for selective retention.

## Manuals

- Access to Information and Privacy Acts Employee Guide
- Audit Manual
- Departmental Access to Information and Privacy Acts Policies and Procedures Handbook
- Departmental Information Collection and Public Opinion Research Policies Handbook
- Departmental Mail and Courier Services Policies and Procedures Handbook
- Financial Coding Manual
- Financial Management Guide
- Fire Safety Plan
- Grants and Contributions Manual
- Guide to Departmental Mail Services
- Human Resources Web Site
- Information Classification and Protection Guide
- Information Collection and Public Opinion Research Desk Guide
- Information Technology Security Handbook
- Maintenance Standards (Volumes 1 & 2)
- Management Directives
- Personnel Security Guide
- Security and Emergency Procedures Handbook
- Sign Manual
- The Departmental Policy on Informatics

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

## Reading Room

The Library and Knowledge Centre has been designated under the Access to Information Act as a public reading room.

In accordance with the mission of the Department of Canadian Heritage, the Library and Knowledge Centre holds a unique collection of documents in the areas of arts, cultural industries, heritage, broadcasting, Canadian identity, multiculturalism, official languages, sport and national parks. Clients will find documents in various formats from CD-ROM and online databases to monographs, microforms, periodicals, newspapers and official documents.

The Library and Knowledge Centre also holds copies of all documents published or sponsored by Parks Canada, Canadian Heritage and their founding departments. Clients may access the electronic version of many of these documents on the internet sites of the Department and the Agency, or they may borrow the printed version by interlibrary loan. Its address is:

Jules Léger Building  
South Tower  
Terrasses de la Chaudière  
15 Eddy Street, Room 2E2  
Hull, Quebec  
K1A 0M5

General Information, Reference and Circulation:  
(819) 994-5478  
Interlibrary Loan Service:  
(819) 953-5191 or (819) 997-5467  
Cataloguing: (819) 994-5915  
Fax: (819) 953-7988  
E-mail: [pch\\_library@canadianheritage.gc.ca](mailto:pch_library@canadianheritage.gc.ca)

It is open weekdays from 08:00 a.m. to 4:30 p.m.

Departmental manuals are available for consultation in regional offices listed below. Manuals are also available at local offices in the regions – addresses and telephone numbers can be obtained from the appropriate regional office. A Telephone Device for the Deaf (T.D.D.) telephone number is available at certain regional offices.



**Alberta Region**

Canadian Heritage  
Harry Hays Building  
220 – 4<sup>th</sup> Avenue S. E.  
Room 552  
Calgary, Alberta  
T2G 4X3

Tel.: (403) 292-4401

**Atlantic Region**

Canadian Heritage  
Historic Properties  
Upper Water Street  
Halifax, Nova Scotia  
B3J 1S9

Tel.: (902) 426-8951

**Ontario Region**

Canadian Heritage  
4900 Yonge Street  
North York, Ontario  
M2N 6L9

Tel.: (416) 973-5400

**Pacific and Yukon Region**

Canadian Heritage  
300 West Georgia Street  
Room 300  
Vancouver, British Columbia  
V6B 6C6

Tel.: (604) 666-0176

**Prairies and Northwest Territories Region**

Canadian Heritage  
275 Portage Avenue  
2<sup>nd</sup> Floor  
P.O. Box 2160  
Winnipeg, Manitoba  
R3C 3R5

Tel.: (204) 983-3601

**Quebec Region**

Canadian Heritage  
Guy-Favreau Complex  
200 René Lévesque Boulevard West  
West Tower, 6<sup>th</sup> Floor  
Montreal, Quebec  
H2Z 1X4

Tel.: (514) 283-2332

# Canadian Human Rights Commission

## Chapter 31

### General Information

#### Background

The Canadian Human Rights Commission was given its mandate with the passage in July, 1977 of the Canadian Human Rights Act. The Act became operative on March 1, 1978.

#### Responsibilities

The Commission's program objective is to give effect to the principle that within the federal sphere every individual should have an equal opportunity to participate in Canadian life consistent with his or her duties and obligations as a member of the Canadian society.

Specifically, the Commission deals with complaints of discrimination in employment, in the provision of goods, services, facilities and/or accommodation customarily available to the general public and in the provision of commercial premises or residential accommodation, based on any of the eleven prohibited grounds of discrimination enumerated in the Act: race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, or conviction of an offence for which a pardon has been granted. The Commission also attempts to resolve cases through mediation or conciliation before considering the tribunal process.

The Canadian Human Rights Act prohibits discrimination in policies and practices affecting wages for male and female employees who are performing work of equal value. As a result, the Commission investigates complaints alleging inequities in wage-related practices.

The Commission also carries out employment equity audits of federal departments, agencies, and federally regulated employers. The Employment Equity Act mandates the Commission to perform these audits and report to Parliament on the results every year.

The Commission also has a statutory responsibility to discourage and reduce discriminatory practices through public education, liaison, and any other means it considers appropriate. This responsibility is discharged by producing promotional and educational materials, developing and conducting information programs to foster public understanding of the principles of equal opportunity enshrined in the Canadian Human Rights Act, and by working cooperatively with employers and service providers both at the headquarters and regional levels.

The Commission functions as an independent agency and reports to Parliament.

#### Legislation

- Age Guidelines (SI/78-165, October 25, 1978)
- Canadian Human Rights Act (R.S., 1985, c. H-6)
- Canadian Human Rights Benefit Regulations (SOR/80-68, January 11, 1980; amendment: SOR/82-783, August 19, 1982; SOR/83-615, July 28, 1983; SOR/85-512, May 31, 1985)
- Customs and Excise Human Rights Investigation Regulations (SOR/83-196, February 25, 1983)
- Employment Equity Act (1995, c.44 )
- Equal Wage Guidelines (SOR/86-1082, November 18, 1986)
- Human Rights Tribunal Appeal Regulations (SOR/80-394, May 27, 1980; SOR/86-294, March 19, 1986)
- Immigration Guidelines (SI/80-125, July 23, 1980)
- Immigration Investigation Regulations (SOR/80-686, August 27, 1980)
- Protection of Personal Information Regulations (SOR/78-145, February 22, 1978)

#### Organization

The Commission is headed by the Chief Commissioner who has deputy minister status. In this role, she is supported by the Secretary General. There are seven operational and administrative branches at headquarters: Executive Secretariat, Legal Services, Operations, Employment Equity Programs, Human Resources, Corporate Services, Audit and Evaluation and Policy and International Program. In addition to the aforementioned, there are also six regional offices.

#### Corporate Services, Audit and Evaluation

This Branch provides the Commission with support services in assets and facilities management, finance, telecommunications, informatics, security, information management and library services. It is also responsible for planning and review activities.

#### Policy and International Program

This Branch monitors human rights issues and develops policy proposals, guidelines and research reports to help the Commission reach decisions and support the operational branches. It also coordinates the Commission's activities to assist human rights institutions outside Canada.

## Human Resources

This Branch provides support services in staffing, classification, pay and benefits, staff relations, training and human resources planning, official languages and health and safety.

## Employment Equity

This Branch is responsible for monitoring private and public sectors employers' compliance with the Employment Equity Act by means of employment equity audits.

## Executive Secretariat

This Branch provides advice and administrative services to the executive offices, including coordinating Commission meetings, supporting the Senior Management Committee, managing executive correspondence, and coordinating the preparation of briefing materials. It is also responsible for access to information and privacy.

## Legal Services

This Branch provides advice to the Chief Commissioner, Commission members and staff. Legal officers also represent the Commission in litigation before tribunals, review tribunals and the courts.

## Operations

The Branch is responsible for the mediation, investigation and conciliation of complaints, including pay equity complaints. The Branch also provides a quality assurance function for the cases presented to the Commission, trains staff involved in the complaint process, and establishes performance standards and operational policies.

This Branch also include six regional offices, fosters public understanding of the Canadian Human Rights Act and human rights issues. The Branch is responsible for information programs, the media, community activities and for editorial services.

directives, committees, conferences and meetings, records of proceedings, management systems, information management, informatics, security, short and long-term facilities management, telecommunications, material management requirements, maintenance and repairs. **Storage Medium:** Paper, computer database, microfiche, photos. **Program Record Number:** HRC AFP 045

## Employment Equity

**Description:** Information on employment equity policy, compliance procedures under the Employment Equity Act, and the Commission's review and analysis of employment equity data. **Storage Medium:** Paper and computer database. **Program Record Number:** HRC EPE 060

## Employment Systems

**Description:** Documentation, correspondence and information relating to employment policies and practices of federally- regulated and provincially-regulated employers; also CHRC policies on the application of the Canadian Human Rights Act to employment policies and practices (i.e. employment systems). **Topics:** Policies and procedures relating to employment systems in federal departments, Crown corporations and agencies, chartered banks, communication organizations, land transportation organizations, air transportation organizations, navigation organizations, manufacturing industries, employee associations and provincially- regulated employers. **Access:** Files arranged by organization. **Storage Medium:** Paper and computer database **Program Record Number:** HRC CCB 020

## Financial Services

**Description:** Correspondence, memoranda, reports, statistics on the financial management of all programs and activities within the Commission. **Topics:** Accounts, audits, budget, contracts, hospitality, grants, signing authorities, travel. **Storage Medium:** Paper, computer database, microfiche. **Program Record Number:** HRC AFP 050

## General Liaison

**Description:** Co-operative liaison on administrative and operational subject matters with various governments, agencies and institutions. **Topics:** Federal departments and agencies; international governmental organizations; provincial and territorial governments and agencies; provincial human rights commissions; universities, colleges, schools, and institutions. **Access:** Files arranged by organization. **Storage Medium:** Paper **Program Record Number:** HRC RPB 040

## Information Holdings

## Program Records

### Administrative Services

**Description:** Correspondence, memoranda, reports, statistics on the general administration, administrative policy and procedures, library management and operation of the Commission. **Topics:** Associations,



## Human Rights/Discrimination/Amendments

**Description:** Information on human rights and discrimination of a general nature; Canadian Human Rights Act amendments; committees; conferences.

**Topics:** Human rights; discrimination; Canadian Human Rights Act amendments, government and non-government organizations, accessibility standards, adaptation plans; committees — general, government and non-government organizations; conferences.

**Access:** Files arranged by subject or organization.

**Storage Medium:** Paper. **Program Record Number:** HRC CCB 015

## Information Access and Privacy Coordination

**Description:** Information on support for, and coordination of, information planning, development, Access to Information and Privacy, and information collection activities. **Topics:** Information planning; national information systems development; Access to Information and Privacy; information collection; informatics coordination. **Storage Medium:** Paper, computer database, audio tapes, large print, photos etc. **Program Record Number:** HRC AFP 065

## Information and Production

**Description:** Information on the administration of the Commission's public affairs and media relations.

**Topics:** CHRC publications; advertising, displays, lectures, conferences and other community activities; miscellaneous enquiries, press clippings, press releases and mailing lists. **Storage Medium:** Paper, audio-visual, braille, large-print, oversized and other alternative formats. **Program Record Number:** HRC RPB 030

## Legal Matters

**Description:** Information on the administration of legal matters, regulations and guidelines established for operational purposes; legal research on various subjects. **Topics:** Regulations and guidelines as identified under the Acts, laws, and regulations above, legal research on issues such as jurisdiction, judicial review, remedies, evidence, primacy; legal opinions by grounds of discrimination. **Access:** Files arranged by subject. **Storage Medium:** Paper, computer database, audio-visual, photos. **Program Record Number:** HRC LEG 005

## Personnel Services

**Description:** Correspondence, memoranda, reports, statistics on general personnel management activities within the Commission. **Topics:** Appointments, official languages, classification, employment and staffing, health/medical services, insurance, resource planning, salaries/wages, performance appraisals, superannuation/pension plans, disciplinary measures, training/development, employment equity statistics and

security authorization. **Storage Medium:** Paper, computer database. **Program Record Number:** HRC AFP 055

## Program Delivery

**Description:** Information on contacts and activities with employers, unions and non-governmental organizations; education programs; community and outreach activities, and CHRC meetings. **Topics:** Education programs; consulting activities; information programs. **Access:** Files arranged by organization and project. **Storage Medium:** Paper, computer database. **Program Record Number:** HRC RPB 035

## Policy and International Program

**Description:** Reports by CHRC researchers and by contract organizations, survey questionnaires and data, background materials, and policy analysis in human rights. **Topics:** Surveys, research on various grounds of discrimination; discriminatory practices; international organizations and foreign governments; federal interdepartmental committees; provincial governments; relevant correspondence. **Access:** Files arranged by report title or subject matter. **Storage Medium:** Paper, computer database. **Program Record Number:** HRC RPB 010

## Special Programs and Arrangements

**Description:** Documentation, correspondence and information on special programs, plans or arrangements undertaken by federally-regulated employers or service providers; also CHRC policies on the application of the Canadian Human Rights Act to special programs and arrangements. **Topics:** Policies and procedures in CHRC, provincial human rights commissions, foreign governments and agencies, contract compliance, consultants; special programs related to employment including studies and research, federal departments, crown corporations and agencies, chartered banks, communications organizations, land transportation organizations, air transportation organizations, navigation organizations, manufacturing industries, employee associations; special programs related to services in federal departments, crown corporations and agencies, chartered banks. **Access:** Files arranged by organization. **Storage Medium:** Paper and computer database. **Program Record Number:** HRC CCB 025

## Personal Information Banks

### Access and Privacy Request Data

**Description:** This bank contains formal and informal requests sent by individuals seeking access to CHRC operational administrative information and/or personal information about themselves held by the Canadian

Human Rights Commission, replies to such requests, and information related to request processing. **Class of Individuals:** General public; applicants. **Purpose:** This material is used for processing access and privacy requests only and for reporting on the number of such requests received annually. **Retention and Disposal Standards:** The information in this bank is retained for two years after the last administrative action and then destroyed in accordance with the Privacy Act. **PAC Number:** 86-001 **TBS Registration:** 001506 **Bank Number:** HRC PPU 015

### Commission Members

**Description:** The Commission has a biography on each person appointed as Commission member. These records contain or may contain personal information on members such as employer, address, national of ethnic origin, fee and travel expense claims, etc. The Commission is made up of one full-time member and up to six part-time members. **Class of Individuals:** Individuals appointed to the Panel by order of the Governor-in-Council. **Purpose:** This information is retained to help the Chief Commissioner in her role as Commission spokesperson and as publicly available information regarding the Commissioners' background and experience relating to human rights matters. **Retention and Disposal Standards:** The information in this bank is retained for six years and then destroyed or transferred to the National Archives of Canada for archival purposes. **PAC Number:** 86-001 **TBS Registration:** 003414 **Bank Number:** HRC PPU 020

### Complaints Received Under the Canadian Human Rights Act, Part III

**Description:** The files consist of complaints lodged by individuals or groups from March 1, 1978, to the present, dealing with discrimination on the grounds of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, or conviction for an offence for which a pardon has been issued; complaints of discrimination concerning pensions and insurance; hate messages; equal pay, and with complaints received because of threats or intimidation subsequent to having filed a complaint of discrimination (section 59 of the Canadian Human Rights Act). They contain statements from individuals and groups, correspondence with and reports about complainants, respondents, and witnesses dealing with a complaint and other facts relevant to its investigation or conciliation. **Class of Individuals:** General public; complainants, respondents, witnesses. **Purpose:** The purpose of this bank is to record, enquire into and resolve complaints of discrimination in connection with the application of Part III of the Canadian Human Rights Act, and where necessary to provide evidence for the hearing of a complaint by a Human Rights Tribunal, the Federal Court of Canada and/or the Supreme Court of Canada.

**Retention and Disposal Standards:** The information in this bank has a ten (10) year retention period and may then be transferred to the National Archives of Canada for archival purposes. **PAC Number:** 90-006 **Related to PR#:** HRC CCB 015 and HRC PPU 010 **TBS Registration:** 001504 **Bank Number:** HRC PPU 005

### Litigation Files

**Description:** Information on legal proceedings of specific complaints of discrimination before a Human Rights Tribunal or a court of law, and legal opinions regarding specific complaints. **Class of Individuals:** General public; complainants, respondents, witnesses. **Purpose:** The information in this bank enables the Branch to carry out its mandate as legal advisor to the Commission and in proceedings before Tribunals and the courts. **Retention and Disposal Standards:** Information in this bank is retained for 10 years and is then eligible for destruction or transferred to the National Archives of Canada for archival purposes. **PAC Number:** 90-006 **Related to PR#:** HRC LEG 005 **TBS Registration:** 001505 **Bank Number:** HRC PPU 010

### Professional and Personal Service Contracts

**Description:** This bank contains basic data such as educational qualifications, employment history, appointment and termination dates, amount of fees paid and other allowable expenses and payments. **Class of Individuals:** General public; contractees. **Purpose:** The purpose of this bank is to maintain a record concerning professional and personal service contracts by individuals who contract with the Commission. The information is used in selecting qualified individuals to provide contractual services. **Retention and Disposal Standards:** The information in this bank is retained for six years and then destroyed or transferred to the National Archives of Canada for archival purposes. **PAC Number:** 86-001 **Related to PR#:** HRC AFP 055 and HRC AFP 045 **TBS Registration:** 001507 **Bank Number:** HRC PPU 025

## Classes of Personal Information

### Operations Files

In the course of conducting the programs and activities of the Operations Branch, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information may include an individual's race, national or ethnic origin, colour, religion, age or marital status, views or opinions of another individual about the individual, etc., which are stored as part of the general subject files, where records are not normally retrieved by name of individual or other personal identifier.

This form of personal information is normally retrievable only if specifics are provided concerning personnel/employment policies and practices or special programs, plans or arrangements undertaken by federally regulated employers or service providers, or concerning Commission policies relating to the application of the Canadian Human Rights Act to employment policies, practices and special programs/arrangements. The retention of this personal information class is governed by a records schedule negotiated with the National Archives of Canada.

### **Enquiries Received Under the Canadian Human Rights Act, Part III**

In the course of conducting the programs and activities of Standards and Alternate Dispute Resolution, categories of personal information may be accumulated and stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. Such personal information is accumulated in the course of responding to complaints of discriminatory practices and policies on various grounds which may or may not be prohibited by the Act. This form of personal information is retrievable only if specifics are provided concerning the nature of the complaint, the date, and the office to which it was addressed. The files are retained for two years from last administrative action, in accordance with the Privacy Act and then destroyed.

### **Human Rights Promotion**

In the course of conducting Human Rights Promotion programs and activities, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information may include an individual's race, national or ethnic origin, colour, religion, age or marital status, views or opinions of another individual about the individual, etc., which are stored as part of the general subject files, where records are not normally retrieved by name of individual or other personal identifiers.

This form of personal information is normally retrievable only if specifics are provided concerning research related to the communication duties and responsibilities of the Commission.

The retention of this personal information class is governed by a records schedule negotiated with the National Archives of Canada.

### **Policy and International Program**

In the course of conducting the activities of Policy and International Program, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information may include an individual's race, national or ethnic origin, colour, religion, age, sexual orientation or marital status, views or opinions of another individual about the individual, etc., which are stored as part of the general subject files, where records are not normally retrieved by name of individual or other personal identifiers.

This form of personal information is normally retrievable only if specifics are provided concerning research related to the duties and responsibilities of the Commission, including policy analysis and development, surveys to monitor current public opinion, socio-economic studies of human rights problems, preparation and analysis of statistics, bibliographies, and other data.

The retention of this personal information class is governed by a records schedule negotiated with the National Archives of Canada.

### **Manuals**

- Administrative Manual
- CHRC Compliance Manual
- The Commission and Legislative Authority Manual

### **Additional Information**

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Canadian Human Rights Commission and its different publications may be obtained by contacting:

Human Rights Promotion Branch  
Canadian Human Rights Commission  
Canada Building  
344 Slater Street  
Ottawa, Ontario  
K1A 1E1

Tel.: (613) 995-9106



## Reading Room

In accordance with the Access to Information Act, an area on the premises of the institution and in each of its regional offices has been designated as a public reading room. The addresses are as follows:

### Alberta and Northwest Territories Region

Highfield Place  
10010 106th Street, Suite 308  
Edmonton, Alberta  
T5J 3L2

Tel.: (403) 495-4040  
Fax: (403) 495-4044  
TTY: (888) 643-3304

### Atlantic Region

5475 Spring Garden Road  
2<sup>nd</sup> Floor  
Cornwallis House  
Halifax, Nova Scotia  
B3J 3T2

Tel.: (902) 426-8380  
Fax: (902) 426-2685  
TTY: (888) 643-3304

### Canadian Human Rights Commission

Canada Building  
344 Slater Street  
Ottawa, Ontario  
K1A 1E1

Tel.: (613) 995-1151  
Fax: (613) 996-9661  
Ottawa: (888) 214-1090  
Regional Offices: (800) 999-6899  
TTY: (888) 643-3304  
E-mail: [info.com@chrc-ccdp.ca](mailto:info.com@chrc-ccdp.ca)  
Web site: [www.chrc-ccdp.ca](http://www.chrc-ccdp.ca)

### Ontario Region

175 Bloor Street East  
10<sup>th</sup> Floor  
Toronto, Ontario  
M4W 3R8

Tel.: (416) 973-5527  
Fax: (416) 973-6184  
TTY: (888) 643-3304

### Prairie Region

175 Hargrave Street  
Suite 750  
Winnipeg, Manitoba  
R3C 3R8

Tel.: (204) 983-2189  
Fax: (204) 983-6132  
TTY: (888) 643-3304

### Quebec Region

1253 McGill College Avenue  
Suite 470  
Montréal, Quebec  
H3B 2Y5

Tel.: (514) 283-5218  
Fax: (514) 283-5084  
TTY: (888) 643-3304

### Western Region

Sinclair Centre  
757 West Hastings Street  
Suite 420  
Vancouver, British Columbia  
V6C 1A1

Tel.: (604) 666-2251  
Fax: (604) 666-2386  
TTY: (888) 643-3304

# Canadian Human Rights Tribunal

## Chapter 32

**Note:** The Canadian Human Rights Tribunal is subject to the Access to Information Act and Privacy Act.

# Canadian Institutes of Health Research

## Chapter 33

### General Information

### Background

CIHR (Canadian Institutes of Health Research) is the major federal agency responsible for funding health research in Canada. The CIHR concept is an innovative one – a multi-disciplinary approach organized through a framework of “virtual” institutes, each dedicated to a specific area of focus, linking and supporting researchers pursuing common goals. Institutes bring together researchers who approach health challenges from different disciplinary perspectives, drawing on the combined strengths of these approaches. The four pillars of CIHR include biomedical, clinical science, health systems and services, and the social, cultural and other factors that affect the health of populations. Institutes created under CIHR are not centralized “bricks and mortar” facilities. Instead, these “virtual” organizations support and link researchers located in universities, hospitals and other research centres across Canada. CIHR Institutes are a source of scientific leadership within their particular area of focus and establish priorities that facilitate research efforts in this area.

### Responsibilities

According to the Canadian Institutes of Health Research Act, the objective of the CIHR is to excel, according to internationally accepted standards of scientific excellence, in the creation of new knowledge and its translation into improved health for Canadians, more effective health services and products and a strengthened Canadian health care system.

The institutes will promote and build upon Canada's firm foundation of research excellence. They will engage the research community and encourage interdisciplinary, integrative health research. Through their Scientific Directors and Institute Advisory Boards and under the guidance of the Governing Council, they will work together to forge a health research agenda across disciplines, sectors, and regions that embraces scientific opportunity and reflects the emerging health needs of Canadians, the evolution of the health care system and the information needs of health policy decision-makers. They will facilitate partnerships and accelerate the transfer of new knowledge into benefits for Canadians.

### Legislation

- Canadian Institutes of Health Research Act, Chapter 6, Statutes of Canada 2000

### Organization

CIHR is run by a President and a Governing Council of 19 members. The Governing Council sets the overall strategic direction, goals and policies. It establishes, maintains, and terminates Health Research Institutes and determines the mandate of each. As outlined in the legislation, the Governing Council is responsible for the management of the CIHR, including:

- developing its strategic directions, goals and policies;
- evaluating its overall performance, including with respect to achievement of its objective;
- approving its budget;
- establishing a peer review process for research proposals made to the CIHR;
- approving funding for research;
- approving other expenditures to carry out its objective;
- establishing policies respecting consulting and collaborating with persons and organizations that have an interest in health research; and
- dealing with any other matter that the Governing Council considers related to the affairs of the CIHR.

Thirteen research Institutes have been created in the areas of Aboriginal Peoples' Health, Cancer Research, Circulatory and Respiratory Health, Genetics, Gender and Health, Healthy Aging, Health Services and Policy Research, Human Development, Child and Youth Health, Infection and Immunity, Musculoskeletal Health and Arthritis, Nutrition, Metabolism and Diabetes, Neurosciences, Mental Health and Addiction, Population and Public Health.

Led by Scientific Directors and guided by the wisdom of Institute Advisory Boards composed of various health stakeholders, Institutes encourage researchers, voluntary health organizations, government and other partners to work together to shape the Canadian research agenda and translate research findings into practice within Canada's health system.



All applications for Grants and Awards are subject to a rigorous peer review process by volunteer committees of experts in their fields. Successful applications are approved by Council. Day to day CIHR activities are conducted by a Secretariat of approximately 180 employees located in Ottawa.

## Secretariat

The secretariat, which has the general responsibility for the administration of the Program, is under the direction of the Executive Director and includes the following areas:

### ◆ Communications

Responsible for promoting the nature, scope and significance of health science research in Canada.

### ◆ Corporate Services

Corporate Services includes the following functional areas: Human Resources; Finance and Administration; Program Evaluation; Records, Access to Information, Privacy and Security.

### ◆ Ethics

Responsible for Ethic in Research.

### ◆ Industry Programs

CIHR Industry Programs promotes, advocates and optimizes the environment for collaborative research with industry and health research communities including Rx&D member companies, biopharmaceutical and startup companies and academics including universities and hospital based research centres. This portfolio also manages multi-sector collaborations with at least one industry partner.

Industry programs develop partnerships in coordination with private sector, CIHR and its member Institutes to:

- Identify and develop health research opportunities;
- Strengthen interaction between CIHR research communities and the private sector;
- Facilitate the creation and transfer of knowledge; and
- Facilitate opportunities for international collaboration.

### ◆ Information Technology Management Services

ITMS was created to assist CIHR with the design, development and the support of computer and information technologies.

### ◆ Programs

Responsible of the delivery of programs approved by CIHR and the administration of the peer review process.

### ◆ Strategic Partnerships and Alliances

Responsible for initiating and developing new strategic alliances and partnerships between the Canadian Institutes of Health Research, the voluntary and not-for profit organizations, national, local or community based voluntary or not-for-profit organizations, provincial, municipal, and local government(s), provincial government agencies, federal laboratories, agencies and departments and international organizations.

## Information Holdings

### Program Records

#### Secretariat

##### CIHR Secretariat

**Description:** Information related to the organizational structure, memberships, agenda, minutes and activities of CIHR and its committees; as well as records related to corporate policy and the strategic plan. **Topics:** Terms of reference, agenda and minutes; membership; committees; strategic plan. **Access:** Information arranged by subject or committee. **Storage Medium:** Paper case files. **Program Record Number:** CIHR CIHR 290

### ◆ Communications

##### Communications

**Description:** Information related to the administration and management of CIHR's internal and external communication function including publishing, public and media relation. **Topics:** Communications; Web administration; exhibits; public relations; publications. **Access:** Files arranged by subject. **Storage Medium:** Paper subject files. **Program Record Number:** CIHR CIHR 295

### ◆ Corporate Services

##### Corporate Services

**Description:** Information relating to the following functional areas: Human Resources; Finance and Administration; Information Systems and Technology; Program Evaluation; Records, Access to Information, Privacy and Security. **Topics:** Staff relations and Compensation, Human Resources information management; Financial management; operational

plans; Financial analysis and planning; assets management and Administrative services; Information management; inventory of electronic data; information systems design, implementation and maintenance; CIHR's program evaluation; essential records program; Access to Information and Privacy Acts; Security.

**Access:** Information arranged by subject and name.

**Storage Medium:** Computerized database and paper files. **Program Record Number:** CIHR CIHR 280

## ◆ Programs

### Aboriginal Capacity And Developmental Research Environments (ACADRE)

**Description:** The purpose of this initiative is to develop a network of supportive research environments across Canada that will facilitate the development of Aboriginal capacity in health research. **Topics:** Applications; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 390

### Burroughs Wellcome Fund Student Research Awards

**Description:** A number of Awards will be provided each year to each Canadian School of medicine, dentistry, veterinary medicine, pharmacy, and optometry to enable undergraduates to gain exposure to research at any time throughout the year. **Topics:** Deans' reports; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files.

**Program Record Number:** CIHR CIHR 085

### Career Investigators

**Description:** Originally called the Associateship Program, the Career Investigators program was established in 1956 as a means of providing funds for salaries of a limited number of individuals of outstanding ability and training who made research a full-time career. No new appointments are being made by the CIHR. Career investigators appointed in 1975 and earlier will continue in their appointment, subject to the terms and conditions under which they accepted the award. **Topics:** Individual's career investigator application; committee decision; administration of the award; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files.

**Program Record Number:** CIHR CIHR 055

### Career Transition Award

**Description:** Support career transition of faculty members who are planning to undertake rigorous training in identified areas of need outside of their primary research training and expertise. Career Transition

Awards will support 100% release time from teaching and administrative responsibilities. **Topics:** Individual's application; committee decision; administration of the award; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 380

### Clinical Trials

**Description:** CIHR will consider the funding of clinical trials which assess, in a rigorous manner the efficacy of diagnostic and therapeutic procedures, as well as workshops or meetings of the prospective participants. CIHR will not provide support for the sole purpose of satisfying regulatory requirements. **Topics:** Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 160

### Clinician-Scientist

**Description:** The Clinician-Scientist Award is offered to highly qualified and motivated clinicians who have been identified by a Canadian medical or dental school as having strong potential to become clinician-scientists. At the time of application, candidates will have recently completed their specialty clinical training (or will shortly do so). They should be undertaking, or intend to undertake, research training to be followed by a career as a clinician-scientist. **Topics:** Applications; committee assessment; notification and administration of the award; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 165

### Collaborative Genomics Special Project Grants

**Description:** This program was designed to provide support for research by teams of three or more investigators with various types of genomics expertise to undertake collaborative multidisciplinary genomics research in the health sciences in Canadian institutions. **Topics:** Individual's application; committee decision; administration of the grant; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 305

### Doctoral Research Awards

**Description:** Doctoral Research Awards are intended to provide special recognition and support to students who are pursuing a doctoral degree in the health sciences in Canada. **Topics:** Individual's application; committee decision; administration of the award;



general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 300

### Equipment Grants

**Description:** Applications for Equipment Grants will be considered in relation to the proposed science of the project for which the equipment is required. Where equipment is required for a project for which an application is being submitted for an operating grant, the equipment should be included in it. A separate equipment application is required only in a year where an application for operating funds has not been made. **Topics:** Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 020

### Ethics

**Description:** Responsible for developing and enforcing policy and guidelines in regard to research ethics. **Topics:** Organization of conference. **Access:** Information arranged by subject, by committee or by name. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 275

### Fields of Research

**Description:** Information on areas peripheral to medical research for which CIHR has some responsibility. **Topics:** Research in the fields of dentistry; schools of pharmacy; psychology; occupational health and safety; gerontology; surgery and veterinary medicine; space research; mental research; general correspondence. **Access:** File arranged by subject. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 115

### Financing Health Care in the face of Changing Public Expectations

**Description:** To support innovative projects that will help inform policy and management decisions relating to the specific areas of concern identified during the priorities canvassing processes. Broadly conceived, these areas include implications of decisions regarding the extent and reach of public funding for health care, on accessibility, use, cost and quality; the role of public values and expectations in determining what is publicly funded; and the effects of changes in public financing on the largely hidden burden borne by families and other informal care-givers. **Topics:** Individual's application; committee decision; administration of the grant; general correspondence. **Access:** Information

arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 355

### Fund for Research in the Fields of Dyskinesia and Torticollis

**Description:** CIHR has responsibility for administering a fund for research in the fields of dyskinesia and torticollis. The fund was established by an anonymous donor and the income derived from it is to be used for the support of research, either basic or clinical or both, in the broad field of movement disorders known as dyskinesia and more particularly for research in the movement disorder known as torticollis. **Topics:** Individual's application; committee decision; administration of the grant; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 111

### General Research Grants

**Description:** Grants made each year to the dean of each school of medicine, dentistry, and pharmacy, to be used for the support of research at the discretion of the dean, except for the stipulation that they not be used for the payment or supplementation of salaries of academic personnel, construction costs or overhead expenses. **Topics:** Notification of the grant to the dean; financial statement; general correspondence. **Access:** Information arranged by university. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 045

### Gene-Environment Interactions in Circulatory & Respiratory Diseases

**Description:** The purpose of this RFA is to build collaborations among scientists working in the fields of population health epidemiology, environmental health sciences, cell, molecular biology, biochemistry, physiology, pharmacology, genomics, molecular diagnostics, and biostatistics to plan innovative research programs that integrate molecular and epidemiologic perspectives. **Topics:** Individual's application; general correspondence; administration of the grant. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 395

### Groups

**Description:** CIHR groups provide full support for teams of accomplished investigators who wish to develop collaborative programs in what appear to be especially productive areas. The members of a group are expected to devote their entire research effort to the program of the group and to be free of the ordinary



responsibilities of a faculty member. **Topics:** Application of group director and colleagues; executive and Governing Council decisions; administration of the group; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 030

### **Institute of Aboriginal Peoples' Health (IAPH) Strategic Initiative**

**Description:** The goal of the Institute of Aboriginal Peoples' Health (IAPH) is to lead a national advanced research agenda in the area of Aboriginal health, and to promote innovative research in this field that improves the health of Aboriginal peoples living in Canada. To address its health research priorities, IAPH has developed a strategic plan that has identified the following four research grant team initiatives: a survey research centre for Aboriginal health; child and youth health promotion and risk reduction, community wellness, and addictions; the influence of stress in the etiology and management of diabetes among Aboriginal Canadians; and prevention of accidents and injury.

**Topics:** Individual's application; committee decision; administration of the grant; general correspondence.

**Access:** Information arranged by name of applicant.

**Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 370

### **Improving Access to Appropriate Health Services for Marginalized Groups**

**Description:** The specific objectives of this Request are to support innovative projects that will help inform policy, program and management decisions relating to improved access to appropriate health services for identifiable "marginalized" groups. The IHSPR, IGH and IAPH will be focusing on project funding for this theme area. **Topics:** Individual's application; committee decision; administration of the grant; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 385

### **Improving the Quality of Health Care in Canadian Hospitals: A Research Study**

**Description:** A collaborative initiative between the Canadian Institute for Health Information and The Institute of Health Services and Policy Research and the Institute of Population and Public Health of the CIHR to fund research that will build on the methodology used in US studies (Utah, Colorado and New York) as reported in the IOM Report (1), and Australian studies(2) to determine, through a systematic review of Canadian hospital charts: the extent of health system error (avoidable and otherwise) in Canadian hospitals; and the availability of routinely collected data

that could serve to monitor and reduce the occurrence of health system error. **Topics:** Individual's application; committee decision; administration of the grant; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 360

### **Institutional Establishment and Development Grant**

**Description:** To increase the capacity of all Canadian research institutions to undertake excellent health research. Accordingly, it announces a one-time opportunity for Institutional Grants, with two specific objectives:

- Establishment Grants: To facilitate the recruitment to Canadian institutions of excellent international health researchers, or Canadian citizens who have established their reputation for excellence in health research through careers developed outside Canada.
- Development Grants: To permit underdeveloped institutions to undertake activities which will increase their competitiveness in applications for CIHR funding.

**Topics:** Individual's application; committee decision; administration of the grant; general correspondence.

**Access:** Information arranged by name of applicant.

**Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 345

### **Intellectual Property Management Program**

**Description:** Accelerate the transfer of knowledge and technology residing in Canadian universities and hospitals for the benefit of Canada. IPM grants are intended to strengthen the ability of these institutions to manage their intellectual property, to attract potential users and to promote the professional development of intellectual property personnel. The ultimate goal is to contribute to the strengthening of Canada's competitiveness in a knowledge-based global economy. A joint participation with the Natural Sciences and Engineering Research Council (NSERC) and the Social Sciences and Humanities Research Council (SSHRC).

**Topics:** Individual's application to NSERC; committee decision; administration of the grant; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 405

### **Interdisciplinary Health Research Teams (IHRTs)**

**Description:** Interdisciplinary Health Research Teams (IHRTs) will consist of five or more researchers who will pool their expertise, different perspectives, and resources to address or resolve an important health

research issue. **Topics:** Individual's application; committee decision; administration of the grant; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 320

#### International Scientific Exchange

**Description:** CIHR participates in a number of exchange programs each with a separate agreement, which are intended to foster collaboration between scientists in Canada and those in Argentina, Brazil, the People's Republic of China, France and Italy. **Topics:** Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 185

#### Investigators

**Description:** This program provides salary support for independent investigators who have made outstanding contributions and have demonstrated leadership in their field. It is intended for health researchers who, early in their career, have developed a reputation for excellence in research. A candidate must hold either a health professional degree, or a PhD degree (or the equivalent). **Topics:** Individual's application; committee decision; administration of the award; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 060

#### Maintenance Grants

**Description:** The costs of maintaining instruments that are not shared facilities should be included as part of an application for operating funds. CIHR will consider applications for the maintenance of equipment used by a single investigator in a year when an application for operating funds is not being submitted. **Topics:** Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 025

#### Maintenance Grants for Multi-User Equipment

**Description:** CIHR will consider applications for Maintenance Grants to cover the costs of maintaining facilities which are shared by groups of researchers within a department, faculty, university or region. The number of investigators is unlimited and it must be clear that multiple research programs will benefit from the maintenance requested. Facilities such as electron microscopes, analytical ultracentrifuges and gas-liquid

chromatography/ mass spectrometer systems that are operated under the general supervision of the applicant (but not necessarily requiring the active collaboration of the applicant in the various projects for which the facility is to be used), are appropriate for Maintenance Grants for Multi-User Equipment. **Topics:** Applications; reviews by external referees; committee assessment; notification and administration of grant; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 175

#### MD/PHD Studentships

**Description:** Studentships are offered to students who are registered in a combined MD/PHD program at one of the following institutions: British Columbia, Calgary, Dalhousie, McGill, Montreal, Toronto or Western Ontario. **Topics:** Individual's application; committee decision; administration of the award; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 080

#### Michael Smith Award for Excellence

**Description:** In 1993, Dr. Michael Smith shared the Nobel prize for chemistry for discovering and developing a crucial technique, known as site-directed mutagenesis, used in genetic engineering. His discovery enabled researchers to gain enormous insights into the structure and function of genes and proteins. To honour Dr. Smith, CIHR has established the Michael Smith Award for Excellence. **Topics:** Individual's application; committee decision; administration of the award; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 245

#### Multi-User Equipment Grants

**Description:** CIHR will consider applications for multi-user equipment grants to augment the research capabilities for a large number of funded investigators within an institution or region. The number of investigators is unlimited and it must be clear that multiple research programs will benefit from the equipment requested. Examples are electron microscope facilities, imaging, spectroscopy, DNA/protein sequence-synthesis capabilities. **Topics:** Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 180



## Needs, Gaps and Opportunities Assessments (NGOA) Grants in Priority Research Areas

**Description:** Designed to support the systematic review of Canadian research activity, and capacity, in well-defined priority areas determined by participating CIHR Institutes, as part of their forward-looking strategic plans. **Topics:** Individual's request; review by an expert multidisciplinary committee; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Paper case files. **Program Record Number:** CIHR CIHR 400

## New Emerging Team Grant Program

**Description:** The objectives of the New Emerging Team grant program, a collaborative effort of 8 Institutes of CIHR in collaboration with partners is to: Supply support funds for the creation or development of new competitive research teams, which show potential for successfully applying for infrastructure team funding in the future; Support multidisciplinary and cross-theme research in identified areas of focus; Support the training and establishment of new investigators in identified areas of focus; Create a team environment to favour the development of new fundable research projects. **Topics:** Individual's application; committee decision; administration of the grant; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 350

## New Investigators

**Description:** This program is intended to provide the opportunity for new investigators to develop and demonstrate their independence in initiating and conducting health research. A candidate must hold a health professional degree, or a PhD degree (or the equivalent), must have shown promise of attaining competence as an independent investigator, and should in normal circumstances not be registered for a higher degree at the time of application or undertake such studies during the period of the appointment. **Topics:** Individual's application; committee decision; administration of the award; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 065

## New Perspectives on Gender and Health "Opportunity Grants, Retraining Awards, and Seed Grants"

**Description:** To build on research regarding gender, sex and health and to generate interest and expertise in gender and health research. This program will enable researchers across disciplines and sectors to synthesize information and build research capacity in key priority areas in gender and health identified through the IGH

consultations. The outcomes of the "New Perspectives on Gender and Health" research program will expand the understanding of gender and health from both theoretical and applied perspectives and help identify future issues for inquiry. This research capacity building program includes three types of awards: Opportunity Grants, Retraining Awards, and Seed Grants. **Topics:** Individual's request; decision; administration of the grants and awards; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Paper case files. **Program Record Number:** CIHR CIHR 335

## Operating Grants

**Description:** Information about operating grants to provide support for new or continuing research activities by individuals or small groups of investigators working in collaboration. **Topics:** Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 010

## Opportunity Program

**Description:** The Opportunity Program will support workshops, consensus conferences, strategic planning exercises and similar activities. **Topics:** Individual's application; committee decision; administration of the grant; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 315

## Partnerships

**Description:** Information related to CIHR's Partnership Research Program which aim to increase the number of grants, awards for training and other forms of salary support. **Topics:** Various agreements between CIHR and Pharmaceutical companies, non-profit Organizations and Government. See CIHR web site for complete listing of Agreements. ([www.cihr.ca](http://www.cihr.ca)) **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 240

## Postdoctoral Fellowships

**Description:** Postdoctoral Fellowships provide support for highly qualified candidates to add to their experience by engaging in research either in Canada or abroad. A candidate must hold, or be completing, either a PhD or a health professional degree (or equivalent) in a field such as medicine, dentistry, pharmacy, optometry, veterinary medicine, chiropractic, nursing or rehabilitative science. **Topics:** Individual's application; committee decision;



administration of the award; general correspondence.

**Access:** Information arranged by name of applicant.

**Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 075

### President's Fund

**Description:** Information related to funds made available for grants and awards in support of projects that cannot benefit from the assistance available under the CIHR's regular programs. **Topics:** Individual's request; decision; administration; general correspondence. **Access:**

Information arranged by name of applicant. **Storage**

**Medium:** Paper case files. **Program Record Number:** CIHR CIHR 270

### Programs Branch

**Description:** Information related to a series of CIHR's programs designed to support research projects and salaries of scientists. **Topics:** Grants and awards.

**Access:** Files arranged by name of principal applicant.

**Storage Medium:** Computerized data base and paper case files **Program Record Number:** CIHR CIHR 285

### Proof of Principle Program

**Description:** The objective of the Proof of Principle (POP) program is to facilitate and improve the efficiency of the commercial transfer to knowledge and technology resulting from CIHR-funded grants and awards. The POP program grants are for the support of research projects designed to establish proof of principle of an invention/discovery and thus ascertain and better enable and/or improve the resulting economic benefit. **Topics:**

Individual's applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. **Access:** Information

arranged by name of applicant. **Storage Medium:**

Computerized database and paper case files. **Program Record Number:** CIHR CIHR 330

### Research Survey

**Description:** Information on surveys established by CIHR to gather general statistical data on selected aspects of the research community for use by CIHR in determining the research requirements of the health science community across Canada. **Topics:** Graduate students; medical research support; research personnel; research trainees; research costs; health science research funding; academic degrees; fellowships and scholarships from other agencies; tropical and infectious diseases. **Access:** File arranged by subject. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 120

### Science Writer Scholarships

**Description:** CIHR has established scholarships at both undergraduate and graduate levels to increase the number of Canadian science writers engaged in communicating the findings and implications of health research. **Topics:** Individual's application; committee decision; administration of the award; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 365

### Senior Research Fellowships

**Description:** Senior Research Fellowships are offered to outstanding candidates who have been identified by a Canadian institution as having strong potential to become an independent investigator. The program has two phases: Phase 1 (Training) provides a stipend for up to two years of support and a research and travel allowance. Phase 2 (Salary) provides a contribution to the salary of the recipient for two years plus a research allowance and fringe benefits. **Topics:** Individual's application; committee decision; administration of the award; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 070

### Short-term Exchange Grant

**Description:** Designed to facilitate cross-disciplinary training opportunities by providing financial support primarily to biomedical and health-associated researchers, for short-term (three months maximum) exchange visits to appropriate research centres for specialized training. **Topics:** Applications; reviews by the Institute of Genetics; committee assessment; notification and administration of grants; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 410

### Special Projects

**Description:** CIHR will consider projects in those subject areas which do not fall within the terms of reference of the Operating Grants Program. A preliminary proposal, in the form of a letter, should be made, providing the title of the project, a clear description of its objectives, the name(s) of the applicant(s), the amount requested and the anticipated duration of support required. **Topics:** Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 195

### Strategic Initiative in Rural Health: Diagnostic and Integrative Projects

**Description:** To develop a baseline data set on the health of rural Canadians. To produce a comprehensive analysis of successful innovations and best practices in rural health research, worldwide. To determine Canada's research capacity in rural health. To support various diagnostic activities which provide a basis for a comprehensive research strategy in rural health. To secure partners in the implementation of the comprehensive strategy. **Topics:** Individual's application; committee decision; administration of the grant; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 375

### Strategies for Knowledge Translation in Health

**Description:** The development of effective, long-term strategies for knowledge translation in CIHR requires identification of the gaps and barriers associated with the dissemination of health research. To inform the early stages of this process, CIHR is inviting applications responding to components or combinations of the following: 1. Understanding Canadian capacity to support uptake and application of health research. 2. Understanding knowledge translation activities currently employed by health researchers. 3. Refining our understanding about what works and what doesn't in knowledge translation. 4. Understanding the knowledge translation research community. 5. Developing and validating approaches to knowledge translation in specific areas of health. **Topics:** Individual's application; committee decision; administration of the grant; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 340

### The Michael Smith Awards for Research Personnel

**Description:** In 1993, Dr. Michael Smith was honoured with the Nobel Prize for Chemistry for his discovery and development of a crucial technique, known as site-directed mutagenesis, used in genetic engineering. His discovery enabled researchers to gain enormous insights into the structure and function of genes and proteins. Throughout his career, Dr. Smith strongly encouraged young people to pursue science as a career, and he has used his prize to promote science, encourage women to pursue interests in science and support research on severe mental illnesses, especially schizophrenia. In honouring Dr. Smith's scientific accomplishments and is lifelong promotion of science, CIHR offers Doctoral Research Award, Postdoctoral Fellowship and New Investigator awards in his name. These awards are offered to outstanding individuals whose research focus is the molecular genetics of the central nervous system with application to severe mental

illnesses, especially schizophrenia. **Topics:** Individual's application; committee decision; administration of the award; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 250

### Training Program Grants

**Description:** CIHR wishes to encourage transdisciplinary, integrative health research, in part through the training of the next generation of researchers, and to increase the capacity of Canada's health research enterprise to address important research questions in all areas of health research. To achieve these strategic objectives in health research training, CIHR has developed a new funding mechanism, the CIHR Training Program Grant. A CIHR Training Program consists of a group of excellent mentors/educators, accomplished in health research, who work collaboratively to offer a research training program of defined format and content to a group of trainees. **Topics:** Individual's application; committee decision; administration of the grant; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 325

### Tri-Council Workshop/Networking Program

**Description:** The objective of this program is to help the research community to plan collaborative research projects which will be submitted to CIHR and health-related programs of the granting councils. **Topics:** Individual's application; committee decision; administration of the grant; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 310

### Workshops and Symposia

**Description:** As part of its program for research in the health sciences, CIHR is prepared to support a limited number of applications for the support of workshops and certain types of symposia held in Canada. **Topics:** Individual's application; committee decision; administration of the grant; general correspondence. **Access:** Information arranged by name of applicant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** CIHR CIHR 112

### Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

### Accounts and Accounting

### Acts and Legislation



## Administration

### Administration and Management Services

### Budgets

### Buildings and Properties

### Classification of Positions

### Co-operation and Liaison

### Employment and Staffing

### Equipment and Supplies

### Finance

### Furniture and Furnishings

### Human Resources

### Occupational Health, Safety and Welfare

### Office Appliances

### Official Languages

### Pensions and Insurance

### Personnel

### Procurement

### Salaries and Wages

### Staff Relations

### Training and Development

### Utilities

## Personal Information Banks

### Secretariat

#### Membership of Governing Council and Committees

**Description:** This bank contains letters nominating individuals for service on Governing Council and its committees, letters of invitation, thank you letters and Conflict of Interest Acknowledgement. The information is used to assist in the selection and appointment of members. The membership of Governing Council and Committees is made public. Persons requesting access should provide name, affiliation, name of committee and date of membership. **Class of Individuals:** Members of the health science community, federal employees and members of the public. **Purpose:** The information is used to assist in the selection and appointment of members for the membership of Governing Council and its Committees. **Retention and Disposal Standards:** Files in this bank are retained for eight years: active two years and dormant six years. They are then transferred to the National Archives of Canada for selective retention. **PAC Number:** 95/020 **TBS Registration:** 000528 **Bank Number:** CIHR PPU 020

## ♦ Ethics

### Compliance- Integrity in Research and Scholarship

**Description:** This bank includes correspondence and reports collected and generated in the course of monitoring institutional and individual compliance with the Tri-Council Policy Statement on Integrity in Research and Scholarship. It may include allegations of non-compliance, requests from CIHR to research institutions to explore allegations, summaries of institutional findings and sanctions imposed by CIHR or Universities. **Class of Individuals:** Individuals who make allegations about breaches of the Tri-Council Policy Statement on Integrity in Research and Scholarship, individuals who are the subject of allegations, officials in research institution or in the academic community involved in determining whether allegations are well-founded. **Purpose:** The purpose of this bank is to monitor the compliance of research institutions and individual researchers with the Tri-Council Policy Statement on Integrity in Research and Scholarship. **Retention and Disposal Standards:** Five years after the last administrative action. Summary Information related to sanctions maintained for the duration of the sanction. **Related to PR#:** CIHR CIHR 275 **TBS Registration:** 003980 **Bank Number:** CIHR PPU 050

### Grants Applicants and Committee Records

**Description:** The purpose of this bank is to maintain a record of the applications and assessment records of health scientists applying for funding of research projects by CIHR. It contains the relevant Canadian Institutes of Health Research application form and supporting data presented by the applicant, referee and committee assessments of the project, the ranking awarded, the decision of CIHR, and if successful, the financial and administrative data pertaining to its support. Individuals identified are those making project proposals to CIHR. **Class of Individuals:** Investigators holding an academic appointment in a Canadian School of medicine, dentistry, veterinary medicine, nursing, optometry, or pharmacy. **Purpose:** Information in the bank is evaluated to assess the relative merit of the proposal for the purpose of funding or not funding the project. **Consistent Uses:** Information in the bank provides the basis for planning and budgeting of health sciences research activities by CIHR, and is useful in the monitoring of the peer review system. Information is shared with the Natural Sciences and Engineering Research Council (SER PPU 004) and the Social Sciences and Humanities Research Council (SHR PPU 015, 020). The results of competitions are forwarded to university research administration officers and Dean's Offices who are responsible for processing application from their institutions before sending them to CIHR, for



administering the grants and for informing the candidates of the outcome of their applications.

**Retention and Disposal Standards:** Files in this bank are retained for eight years: active two years after termination or rejection of grant and dormant six years. They are then transferred to the National Archives of Canada for selective retention. **PAC Number:** 95/020 **Related to PR#:** CIHR CIHR 010, 015, 020, 025, 030, 045, 160, 240, 245, 320, 325, 330, 335, 340, 345, 350, 355, 360, 370, 375, 385, 390, 395, 400 405 **TBS Registration:** 000525 **Bank Number:** CIHR PPU 005

#### Access Request Data Bank

**Description:** This bank contains access requests submitted to CIHR under the Access to Information Act and the Privacy Act. It also contains replies to such requests and information related to their processing.

**Class of Individuals:** Applicants under the Access to Information Act and the Privacy Act. **Purpose:** This information is used for the administration of the above Acts. It is used for processing access requests only, and to report on the number of access requests received annually. **Retention and Disposal**

**Standards:** Files are maintained for two years following the last administrative action. **PAC Number:** 86/001 **TBS Registration:** 001610 **Bank Number:** CIHR PPU 035

#### Applicants' History Sheets and Notification of Award

**Description:** This bank contains Applicants' History Sheets for individuals, which are kept in the Programs Branch. These sheets, which are cumulative over the life of the program, are identified by the applicant's name and file number. They also contain information such as the title of the grant application, amount requested and funded or rejected. The Finance Section also keeps copies of notifications of awards, which contain the applicant's name, address, university, grant number and amount awarded. This information relates to investigators holding an academic appointment in a Canadian Health Science Faculty, and Research Trainees. This information is used to maintain a history of the CIHR's financial support to individuals. Consistent uses are to provide historical data which assist the peer review process. **Class of Individuals:** Investigators holding an academic appointment in a Canadian School of medicine, dentistry, veterinary medicine, nursing, optometry, or pharmacy. **Purpose:** This bank is used to identify applicants and to constitute a history of CIHR support to individuals and organizations.

**Retention and Disposal Standards:** The bank is updated annually. **PAC Number:** 95/020 **TBS Registration:** 003368 **Bank Number:** CIHR PPU 045

#### Application for Employment File

**Description:** The purpose of this bank is to maintain a record of information relating to applications for employment received from the general public. This bank contains completed application forms, letters and curricula vitae of persons interested in working for the CIHR. Access to this bank will require name, address and date of birth. **Class of Individuals:** General public. **Purpose:** It is used to select candidates for Canadian Institutes of Health Research when vacancies arise. **Retention and Disposal Standards:** Records are retained for two years and then destroyed. **PAC Number:** 86/001 **TBS Registration:** 000669 **Bank Number:** CIHR PPU 030

#### Awards Applicants and Committee Records

**Description:** This bank contains records of individual applications for funding under one of several personnel support programs sponsored by the CIHR. It contains applications, third-party appraisals, committee assessments, training, travel and financial administration details on the support of successful applicants. Individuals identified are those applicants meeting the criteria for each program as amended from time to time and published in the Canadian Institutes of Health Research Grants and Awards Guide. **Class of Individuals:** Research trainees with BSC, MD, DDS, DVM, MSC, PhD, and D. Pharmacy professors holding an appointment in university or affiliated institutions.

**Purpose:** Information in this data bank is used to assess the education and other requirements necessary to meet the criteria of the applicable program, and to evaluate the merits of the application for funding. **Consistent Uses:** Information in the bank provides the basis for planning and budgeting of health sciences research activities by the CIHR, and is useful in the monitoring of the peer review system. Information is shared with the Natural Sciences and Engineering Research Council (SER PPU 015) and the Social Sciences and Humanities Research Council (SHR PPU 010). The social insurance number is required from the recipients of certain awards to comply with the Income Tax Act. The results of competitions are forwarded to university research administration officers and Dean's Offices who are responsible for processing application from their institutions before sending them to CIHR, for administering the grants and for informing the candidates of the outcome of their applications.

**Retention and Disposal Standards:** Files in this bank are retained for eight years: active two years after termination or rejection of award and dormant six years. They are then transferred to the National Archives of Canada for selective retention. **PAC Number:** 95/020 **Related to PR#:** CIHR CIHR 055, 060, 065, 070, 075, 080, 085, 100, 105, 110, 145, 150, 155, 165, 250, 255, 260, 270, 300, 335, 365, 380 **TBS Registration:** 000526 **Bank Number:** CIHR PPU 010

## Lists of External Referees

**Description:** This bank contains names, affiliation and mailing address of individuals, in Canada and abroad, who are asked by the CIHR to review proposals for grants and awards. The information is used to select external referees for research proposals. Persons requesting access should provide field of research, name and affiliation. **Class of Individuals:** Members of the health science community in Canada and abroad. **Purpose:** The information is used to select external referees for research proposals. **Retention and Disposal Standards:** The information is retained until superseded by updates or withdrawals of individuals. Withdrawn referee names are kept for two years (active) and six years dormant for reference purposes and then transferred to National Archives of Canada for selective retention. **PAC Number:** 95/020 **TBS Registration:** 000668 **Bank Number:** CIHR PPU 025

## Partnerships Grants and Awards Application and Assessment Records

**Description:** This bank contains supporting documentation of proposed projects and of individual applications for funding under one of the several Partnership programs sponsored by the CIHR. It contains applications, third-party assessments, committee assessments, site visit-reports, and training, travel and financial administration details on the support of successful applicants. Individuals identified are those applicants meeting the criteria for each program, as amended from time to time, and published in the Canadian Institutes of Health Research's Grants and Awards Guide. **Class of Individuals:** This information relates to investigators holding an academic appointment in a faculty of health science in a Canadian university, or employees of a company (the term "company" is understood to mean an organization, industry or consortium which produces health care products or services). **Purpose:** This information is used to evaluate the relative merits of the proposals (with the purpose of funding or not funding) and for observing the progress of those proposals that are funded. **Consistent Uses:** CIHR also uses information in this bank to identify prospective referees and committee members, to evaluate its programs, and to produce statistics and planning information. Some data is shared between the CIHR and participants in this program. **Retention and Disposal Standards:** Files in this bank are retained for eight years: active two years after termination or rejection of special program and dormant six years. They are then transferred to the National Archives of Canada for selective retention. **PAC Number:** 95/020 **Related to PR#:** CIHR CIHR 170, 240 **TBS Registration:** 003369 **Bank Number:** CIHR PPU 040

## Special Programs Application, Assessment Records and Other Programs

**Description:** The purpose of this file is to provide supporting documentation of proposed projects for funding by the Canadian Institutes of Health Research. It contains applications, third-party assessments, and administrative correspondence in the funding of successful projects. Some files identify individuals of the health services scientific community making proposals to CIHR. **Class of Individuals:** Investigators holding an academic appointment in a Canadian School of medicine, dentistry, veterinary medicine, nursing, optometry, or pharmacy. **Purpose:** Information in the bank is used to evaluate the relative merits of the proposals with the purpose of funding or not funding and for observing the progress of those that are funded. **Consistent Uses:** Information in the bank provides the basis for planning and budgeting of health sciences research activities by the CIHR, and is useful in the monitoring of the peer review system. Information is shared with the Social Sciences and Humanities Research Council (SHR PPU 025) and Health Canada (HCan PPU 105). The results of competitions are forwarded to university research administration officers and Dean's Offices who are responsible for processing application from their institutions before sending them to CIHR, for administering the grants and for informing the candidates of the outcome of their applications. **Retention and Disposal Standards:** Files in this bank are retained for eight years: active two years after termination or rejection of special program and dormant six years. They are then transferred to the National Archives of Canada for selective retention. **PAC Number:** 95/020 **Related to PR#:** CIHR CIHR 045, 111, 112, 113, 170, 305, 310, 315 **TBS Registration:** 000527 **Bank Number:** CIHR PPU 015

## Manuals

- Grants and Awards Guide
- Integrity in Research and Scholarship
- Laboratory Biosafety Guidelines
- Policies and Procedures – Finance and Administration
- The MRC Peer Review Process
- Tri-Council Policy Statement – Ethical Conduct for Research Involving Humans

## Additional Information

www.cihr.ca

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about CIHR (Canadian Institutes of Health Research) and its various programs and functions may be directed to:

Director of Communications  
Canadian Institutes of Health Research  
410 Laurier Avenue West, 9<sup>th</sup> Floor  
Address Locator 4209A  
Ottawa, Ontario  
K1A 0W9

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E-mail: [info@cihr.ca](mailto:info@cihr.ca)  
Web site: [www.cihr.ca](http://www.cihr.ca)

## Reading Room

In accordance with the Access to Information Act, an area on the premises of Canadian Institutes of Health Research has been designated as a reading room. This reading room is located at the following address:

410 Laurier Avenue West, 9<sup>th</sup> Floor  
Address Locator 4209A  
Ottawa, Ontario  
K1A 0W9



# Canadian International Development Agency

## Chapter 34

### General Information

### Background

The Canadian International Development Agency (CIDA) supports the sustainable development in developing countries in order to reduce poverty and to contribute to a more secure, equitable and prosperous world.

### Responsibilities

CIDA is the federal agency responsible for implementing Canada's Official Development Assistance (ODA) program and for administering most of the ODA budget. CIDA's aid program is administered through a number of aid delivery channels: bilateral (government-to-government) assistance, multilateral development institutions, and supports the development activities of non-governmental organizations (NGOs) and the private sector.

### Legislation

- Department of Foreign Affairs and International Trade
- Financial Administration Act
- International Development (Financial Institutions) Continuing Assistance Act

### Organization

The Agency is headed by the President who reports directly to the Minister of International Cooperation. The President is assisted by the Senior Vice-President, the Secretary General, eight vice-presidents, two directors general, and one chief information officer. These branches are: Africa and Middle East, Americas, Asia, Canadian Partnership, Central and Eastern Europe, Communications, Human Resources and Corporate Services Branch, Information Management and Technology, Multilateral Programs, Performance Review Branch and Policy.

The Corporate Secretariat is responsible for the coordination of four executive committees and forums, the executive correspondence and requests received under the Access to Information and Privacy Acts. It is also responsible for the activities related to Parliamentary Relations and Cabinet Liaison.

### Africa and Middle East Branch

CIDA's Africa and Middle East Branch is headed by a Vice-president and is subdivided into ten divisions: Policy, Strategic Planning and Management; Management Services and Employee Development; North Africa and Middle East; Sahel and Ivory Coast; Atlantic West Africa; Gulf of Guinea Region; Southern Africa; Eastern Africa and the Horn of Africa; Central Africa and Great Lakes; and Panafrican Program and Francophonie.

The policies and strategies developed for cooperation with Africa and the Middle East complement Canada's foreign policy objectives and are in line with the specific mandate of CIDA. The Branch has two principle objectives: poverty reduction and the promotion of peace and security.

#### ♦ Atlantic West Africa Division (BFR)

The region is composed of 7 countries: Senegal, Guinea, Mauritania, Gambia, Cape Verde, Guinea-Bissau and Sierra Leone. There are major bilateral programs in Senegal and Guinea, a small bilateral program in Mauritania, and various smaller responsive programs in the other countries (including a Canada Fund for Local Initiatives in each country). The major programming themes in the region are (1) basic human needs, and (2) accelerated and equitable economic development. Under the first theme, the main project activities are in basic education and health. Under the second theme, the main projects are focussing on micro-finance, support for small/medium enterprises, basic infrastructures, sustainable management of natural resources and capacity-building to raise the productivity of the informal sector, with particular attention on women as a target group.

#### ♦ Central Africa and the Great Lakes Division (BFG)

The region is composed of: (1) three core programming countries, Cameroon, Rwanda and the Democratic Republic of the Congo; (2) three project level countries, Gabon, Burundi and Chad; and, (3) 4 countries where Canadian bilateral support is limited to the Canada Fund and a small portion of regional or Panafrican projects: Central African Republic, Republic of Congo, Sao Tome and Principe, and Equatorial Guinea. The current focus of the Cameroon program is on the sustainable management of tropical forests, increasing revenues for the poor and meeting basic human needs. A new programme framework was released in the fall of 2000. The focus of the Rwanda program is on strengthening governance, promoting the role of

women, and on meeting the basic human needs of vulnerable groups. The focus of the DRC programme is humanitarian assistance, peace and reconciliation and the provision of basic health and economic services. International Humanitarian Assistance, provided by CIDA's Multilateral Branch, provides substantial additional resources to Rwanda, Burundi and the Democratic Republic of Congo.

#### ◆ Eastern Africa and the Horn of Africa Division (BFK)

Eastern Africa and the Horn of Africa Division is comprised of the following countries: Comoros, Djibouti, Eritrea, Ethiopia, Kenya, Madagascar, Mauritius, Seychelles, Somalia, Sudan, Tanzania, and Uganda. The general objectives of CIDA's programs in the Eastern Africa and Horn of Africa region are to: 1) promote regional peace and security; 2) address food security; 3) support efforts to meet basic human needs, including basic education; democratic development, good governance and human rights; gender equity; and 4) promote economic development. A Canada Fund for Local Initiatives is active in each country to help support small-scale projects.

#### ◆ Gulf of Guinea Division (BFW)

The Gulf of Guinea Division is responsible for managing CIDA's bilateral development assistance programs in Ghana, Togo and Nigeria. The Nigeria Program is still being developed and there are very limited activities in Togo. The Ghana program is one of CIDA's largest assistance programs, in which CIDA is continuing over 40 years of support to the country's development. Its current focus is on improving food security, supporting the establishment of, establishment of sustainable potable water systems, and strengthening central and local governments. CIDA reopened the Nigeria program in 1999 with short term initiatives that reinforce the emergence of democracy and respect for human rights, immunization against polio and anti-corruption efforts. The longer term program focus will be on health and the environment. Togo is the beneficiary of a small embassy-managed Canada Fund for Local Initiatives which finances non-government activities aimed at reducing poverty and encouraging democracy.

#### ◆ Management Services and Employee Development Division (BFX)

The Management Services and Employee Development Division plans and directs financial administration, contracting, administration and human resources development services.

In this context, the Management Services and Employee Development Division is responsible for a team of specialists in administrative, financial and contracting services who contribute a wide-ranging background of knowledge and experience. The team gives professional and impartial financial management advice to program managers and project officers to support them in the management of their programs and projects. This Division is also responsible for the management of the administration and salary budget for the Branch as a whole. Additionally, they staff all vacancies and plan training programs tailored to the needs of the Branch's employees.

#### ◆ North Africa and Middle East Division (BFM)

This program includes North Africa (Morocco, Algeria, Tunisia), Middle East (Jordan, West Bank/Gaza, Lebanon, Yemen and Egypt).

CIDA's programming in these regions supports three themes: the search for peace, poverty reduction, and capacity building.

Sustainable development is an engine for building social stability and political harmony, contributing directly to the efforts made to reach a lasting peace in the Middle East. The Canadian geographic aid program aims at supporting the transition to economies based on market forces as well as equitable distribution of wealth; strengthening the capacity of key public institutions; promoting the sustainable management of natural resources, especially water; helping newly empowered segments of civil society meet new social, political and economic challenges; fostering employment generation and human resource development, and favouring the emergence and consolidation of mutually beneficial partnerships between Canada and the region.

#### ◆ Pan Africa and Francophonie Division (BFT)

The main objectives of the Pan-African Program are to build Africa's capacity to take responsibility for development tools and promote the emergence and building of a network of institutions capable of action on Africa's wide challenges. 1) to build inter regional cooperation in seeking innovative solutions to continental and/or inter regional problems, especially in the areas of social development (health, nutrition, education), governance (peace and security transboundary environmental issues, gender equality) and economic development (regional and pan-African integration, micro-finance and cooperatives). The Pan-African Program also supports the delivery of university training via new information technologies. The program also works in close collaboration with a number of multilateral institutions through a multi-donor approach and through strategic alliances.



The Francophonie Program basically aims to support the Government of Canada's goals to strengthen solidarity and cooperation among the countries of La Francophonie through the multilateral institutions and programs of this international organization. The program also supports multi-country projects derived from the key themes of recent Francophonie summits.

#### ♦ Policy, Strategic Planning and Management Division (BFP)

The Policy, Strategic Planning and Management Division provides advice and managerial support to the Branch in the identification, planning and implementation of programs and projects; and coordinates corporate studies and exercises on behalf of the Branch. The Division also provides technical expertise in certain sectors.

The Strategic Planning Unit elaborates and evaluates the policies, programs and systems which allow the branch to fulfil its mandate and provides advice and support to the Branch in regard to the Agency's development priorities. The unit is responsible for performance review and result-based management and undertakes strategic planning functions for some technical sectors.

Strategic management responsibilities and services include: support for programming through the development of current program and project delivery processes, procedures and tools; operational advice on program delivery issues; information management within the Branch, including influencing corporate systems, development and their implementation to ensure that they meet Branch and corporate requirements.

#### ♦ Sahel, Benin and Ivory Coast Division (BFN)

The Sahel and Ivory Coast program comprises the bilateral cooperation activities that CIDA conducts in Mali, Burkina Faso, Niger, Benin and Ivory Coast, and with the Club du Sahel, the Permanent Inter-State Commission on Drought Control in the Sahel (CILSS), the Senegal River Development Organization (OMVS), as well as a number of regional activities in the Sahel region.

Canadian cooperation strategies in these countries focus on poverty reduction and specifically basic human needs, the development of local economies, women and development, the environment, and good governance. Programs in the countries concerned are tailored to reflect the degree to which they assume responsibility for their development, the history of our cooperation, their political ties with Canada and, above all, particularly urgent needs relating to poverty reduction.

Regional instability, attributed to poverty, the fragility of political regimes newly committed to democratization, and the dependence of indebted economies, indicates that the Sahel and Ivory Coast Region is possibly a high risk area.

#### ♦ Southern Africa Division (BFO)

Southern Africa is composed of 11 countries, of which Malawi, Mozambique, South Africa, Zambia and Zimbabwe constitute the main countries of concentration for CIDA's Southern Africa Program. Some of the region's major development challenges include: the environment, poverty, education, health (especially HIV/AIDS), the status of women, population migration, good governance, democratic development, human rights, regional cooperation and economic reform.

CIDA's bilateral priorities for the region include basic human needs, particularly targeting women and children; to encourage economic reform and employment creation by supporting the region's private sector; to protect the environment and promote sound management of the natural resource base; to provide direct support for democratic development, good governance and human rights; to support regional cooperation and security through regional programming; to place special emphasis on HIV/AIDS with particular emphasis on its impact on women; and responding to humanitarian needs, including food shortages caused by drought or floods.

#### Asia Branch

The principal role of Asia Branch is to plan, develop and implement Canada's development co-operation program in Asia by matching Canadian capabilities and resources with the needs of recipient countries.

Under the direction of a Vice-president, Asia Branch comprises seven geographic programs as well as strategic policy planning and strategic management divisions. Each geographic program is responsible for the identification, development and management of development co-operation activities with one or several recipient countries.

The goal of Asia Branch is to promote growth with equity in Asia. It has adapted its programs and projects to meet the changing realities of the increasingly diverse economies of the region and therefore undertakes a wide range of specific development initiatives, from direct grassroots poverty reduction to helping governments improve economic and social policy frameworks, as well as helping Asian private sectors access expertise and technology from the Canadian private sector. Special attention is given to reinforcing national and regional security through



support to better governance, democratic development and human rights activities.

The Branch implements projects across Asia by using contractors, consultants, non-governmental organizations (NGOs) and individual cooperants. Some projects, such as Canada Funds, are managed in Asia by High Commission or Embassy staff. There are approximately 470 ongoing projects, including 20 Canada Funds, across the range of CIDA's six priorities. Programming in the areas of basic human needs and infrastructure services account for more than 50% of the Branch's operational budget of approximately \$230 million in 2000/01. Other development priorities receiving strong support are governance, gender equity, environment and private sector development.

### ◆ Geographic Program Divisions

Program Divisions are responsible for the management of development co-operation activities with one or more recipient countries. The Program Divisions are: Mainland Southeast Asia (Vietnam, Cambodia, Thailand, Malaysia and Lao PDR), Indonesia, Philippines and the South Pacific Division, Southeast Asia Regional Program, India, Sri Lanka and Nepal Division, Bangladesh Division, Pakistan and Afghanistan Division, and China Division.

### ◆ Strategic Planning and Policy Division (BSP)

The main activities of the Planning and Policy Division include regional and sectoral analysis, policy development, coordination with other CIDA branches, and the provision of scientific and technical support to project activities undertaken by the program divisions. Country and sectoral analysis, leading to the identification of issues and development of policy, is the basis for the formulation of coherent branch strategic plans and divisional programming initiatives and is linked to the corporate planning system. The Division acts in concert with Agency corporate functions to maintain broad coherence between Branch and Agency priorities and direction.

### ◆ Technical and Strategic Management Division (BSR)

The division provides training, technical expertise and managerial support to the branch in the identification, planning and implementation of programs and projects as well as performance review and reporting. Technical expertise is provided in the areas of financial management, contracting and contracting management, management systems and practises, results-based management and information technology and management.

## Americas Branch

The Americas Region consists of 35 developing countries, organized by the Americas Branch into the following six geographic divisions: the Caribbean; Haiti, Cuba and the Dominican Republic; Central America; Andean countries; the Southern Cone, Brazil and Colombia and finally the Hemispheric program. In addition, for program management and policy co-ordination purposes, the Branch has a Policy, Planning and Management Division.

The Americas Region is highly diverse geographically, developmentally, and with respect to resource distribution. ODA supports development activities that promote social development, political, economic, social and environmental sustainability with a strategy of pursuing equitable development for increased economic growth and poverty reduction. Sectors of involvement include: health, water and sanitation, education, agriculture, economic development, environment, forestry, fisheries, transport, energy, telecommunications, and mining. Activities in the area of social development, institutional support, and industrial co-operation can be funded through Bilateral, Multilateral, and Partnership channels and implemented by Non-Governmental Organizations (NGOs), Non-Governmental Institutions (NGIs), and private enterprise. CIDA also supports small development projects in almost all countries through the Canada Fund for Local Initiatives (CFLIs). CIDA promotes equality between women and men through all of its activities as well as through regional gender equality funds.

### ◆ Caribbean Program (BMB)

The Commonwealth Caribbean program assists Caribbean countries to remain competitive in an increasingly liberalized global economy, to strengthen their environmental management capabilities and to address social issues such as HIV/AIDS and basic education. The program also emphasizes support to projects which promote regional co-operation and integration to increase self-reliance, and which facilitate access to other regional markets. The Program focuses primarily on the countries of Jamaica, Guyana and the Eastern Caribbean islands of Grenada, St. Vincent and the Grenadines, Dominica, St. Lucia, Antigua/Barbuda, St. Kitts/Nevis, Trinidad and Tobago, Barbados, Montserrat, Belize, the British Virgin Islands, Anguilla and Suriname, benefit from CIDA regional programs.

### ◆ Haiti, Cuba and the Dominican Republic

In addition to food aid, the Haiti program aims to address basic human needs, support economic growth (eg. by improving electricity availability) as well as to consolidate democracy and strengthen civil society. The Cuba program aims to provide assistance to the ongoing economic reform process; respond to social

sector needs; and encourage dialogue on human rights, democratic development and improved governance. CIDA's role in the Dominican Republic is limited to the Canada Fund for Local Initiatives and to mechanisms of the Canadian Partnership Branch. In addition, Haiti and the Dominican Republic benefit from CIDA regional programs.

#### ◆ Central America Program (BML)

CIDA's bilateral program covers Honduras, Nicaragua, Costa Rica, Guatemala and El Salvador. Panama receives some support through regional programming and the Climate Change Development Fund. Panama and Mexico also receive assistance through the Canada Fund for Local Initiatives. The Central America program is targeted toward the poorest countries of the region. Another priority is to support the peace process in countries emerging from prolonged civil conflicts. Programming themes include basic human needs, basic health, primary education, natural resource management, human rights, democratic development and economic modernization.

#### ◆ South America Programs: Andean countries and Southern Cone (BEP)

The main objectives are: to assist in the reduction of poverty, to support reform processes, to help strengthen the capacities of key institutions, and to support partnerships between Canadian and South American institutions. The program concentrates its bilateral activities in the poorest countries of Bolivia, Ecuador, and Peru. Bilateral activities are also underway in Colombia and Brazil. In Argentina, Chile, Uruguay and Paraguay, development assistance is only available through the regional program and CFLIs.

#### ◆ Hemispheric Program

The Hemispheric Program is responsible for programming which benefits countries jointly in at least two of the three main sub-regions of South America, Central America and the Caribbean. It aims to strengthen the institutional capacities of inter-American organizations, to support the enhanced participation of civil society groups, to promote hemispheric cooperation, to build on existing bilateral and regional programs in the Americas, and to facilitate the transfer of Canadian expertise.

Support is provided to the Organization of American States (OAS) Inter-American Agency for Cooperation and Development which administers a hemispheric-wide technical assistance fund; to the Inter-American Organization of Higher Education (IOHE), an international NGO based in Quebec City whose membership comprises over 350 universities and colleges from the Americas; to the Canadian Foundation for the Americas (FOCAL), a Canadian

knowledge-based policy centre; to civil society groups involved in promoting dialogue on policy issues impacting on inter-american cooperation; to the Pan-American Health Organization (PAHO) for health programming on a hemispheric-wide level; and to other inter-american agencies responsible for promoting human rights, child rights, and gender equity.

#### ◆ Policy, Strategic Planning and Management (BMM/BMP)

The Policy, Strategic Planning and Management Division provides advice and managerial support to the Branch in the identification, planning and implementation of programs and projects; and co-ordinates corporate studies and exercises on behalf of the Branch. The Division also provides technical expertise in certain sectors.:

The Strategic Planning Unit elaborates and evaluates the policies, programmes and systems which allow the branch to fulfil its mandate and provides advice and support to the Branch in regard to the Agency's development priorities. The unit is responsible for performance review and result-based management and undertakes strategic planning functions for some technical sectors.

Strategic management responsibilities and services include: support for programming through the development of current programme and project delivery processes, procedures and tools; advice on programme delivery issues; financial, contractual, human resources and administrative issues; information management within the Branch, including influencing corporate systems, development and their implementation to ensure that they meet Treasury Board requirements.

#### Central and Eastern Europe Branch

The Central and Eastern Europe Branch focuses on supporting democratic development and economic liberalization in Central and Eastern Europe and the former Soviet Union, by building mutually beneficial partnerships. Within this overall framework of promoting Canadian global interests and security, including nuclear safety, the Central and Eastern Europe Program aims to assist the transition to market-based economies; to facilitate Canadian trade and investment links with the region; and to encourage good governance, democracy and adherence to international norms.

The program works through partnerships, which transfer knowledge, skills and technology between Canadian organizations and those in the recipient country. In this way, Canada is helping the countries of Central and Eastern Europe reorient their human resources, build and adapt key institutions, and develop the policies needed to run a stable market economy



and modern democracy – and, ultimately, to attract more foreign trade and investment. The program also aims to improve the safety of Soviet-designed nuclear power stations and continues to provide humanitarian assistance in countries such as Bosnia.

Canada has funded a program in Central and Eastern Europe since 1989, but it is only since 1995 that CIDA has delivered this assistance on behalf of Canadians. The special budget for helping countries in transition is in addition to, and separate from, the official development assistance (ODA) budget.

#### ♦ **Russia, Ukraine, and Nuclear Programs (RZF)**

This Division administers Canada's technical cooperation programme with Russia and Ukraine, and the nuclear safety program.

#### ♦ **Central and Northern Europe, Regional, Multilateral, and "Renaissance" (RZC)**

This Division covers the programming in the Czech Republic, Slovakia, Hungary, Poland, Latvia, Lithuania, and Estonia. It also administers a regional programme for these countries, plus multilateral projects for the branch with organizations such as the World Bank and the European Bank for Reconstruction and Development. The Division also is responsible for the Renaissance Eastern Europe, which assists Canadian firms interested in establishing long-term business relationships in Central and Eastern Europe.

#### ♦ **Southern Europe, Central Asia, and Humanitarian Programs**

This Division is responsible for programming in Romania, Bosnia, Croatia, and the Federal Republic of Yugoslavia, as well as the Balkans, the Caucasus and the Central Asian Republics. It also administers the Branch's humanitarian program.

#### ♦ **Policy, Planning, and Financial Services (RZP)**

This Division is responsible for Branch policy, for liaison with other CIDA Branches, for financial and administrative services, including contracts, for personnel management and staffing, for training, and for program and project performance assessment.

### **Multilateral Programmes Branch**

CIDA funds for multilateral programs are channelled through United Nations agencies and other international development organizations. In addition, CIDA and the Department of Finance provide funds to international financial institutions (IFIs) such as the Regional Development Banks and the World Bank. While the

organizations are responsible for the administration of projects, Canada participates in their governing bodies to ensure that the organizations are operating within appropriate policy and operational guidelines, and that they meet Canada's interests and those of the international community as a whole. The Multilateral Branch is composed of five divisions.

#### ♦ **Policy, Planning and Management Division (MPM)**

The division is responsible for Branch management processes and issues, work planning, resources and budgetary allocations, computerised systems, information management and administrative services and for coherence and consistency with other branches on these issues. The division also provides policy support to the other divisions in the Branch and offers policy advice to the Vice-President on corporate policy issues.

#### ♦ **Food Aid Centre (MFA)**

The centre is responsible for the CIDA food aid program, programs related to the Consultative group for international Agricultural Research and issues related to nutrition, food security and disease related to malnutrition. The centre manages Canada's input to the World Food Program of the United Nations; develops food aid policy; prepares and processes submissions seeking project approval from the food aid budget; co-ordinates the planning of food aid activities in consultation with other operating branches; initiates discussions on and participates in the process of food aid budget reallocations, in consultation with other operating branches during the fiscal year. The centre provides a co-ordinating role within CIDA in policy and program discussions concerning food aid with Treasury Board, the department of Foreign Affairs, Agriculture Canada, Finance, the World Food Program, the Canadian Wheat Board, the Canadian Dairy Commission and food producers and processors. The centre provides professional services to the Agency in the field of nutrition and co-ordinates the Agency's input to the Committee on Food Security of the Food and Agriculture Organization, and the International Grain Council.

#### ♦ **International Financial Institutions Division (MFD)**

The division develops and implements Canada's policies towards the international financial institutions as mechanisms for development financing. It provides guarantees (i.e., callable capital) to facilitate the recycling of private capital resources for development financing, and in so doing significantly multiplies the availability of such financing. The funds are provided to Regional Development Banks. The division participates with other departments in the management of Canadian assistance provided through the Department of Finance to the World Bank Group, and



in management of Canada's relationship with the IMF. It ensures that the international financial institutions are managed in a manner to maintain their credit worthiness in the international capital markets. The division is also responsible for the management of Canadian assistance provided to the Global Environment Facility, the Multilateral Fund for the Implementation of the Montreal Protocol, and the International Fund for Agricultural Development. The division fosters policies within the IFIs that are consistent with the developmental and humanitarian principles of Canadian foreign policy. It also manages a portfolio of Trust Funds to support project preparation work and policy analysis by Canadian firms and institutions at the IFIs.

### ◆ International Humanitarian Assistance Program (MHA)

The division provides financial support for efforts to alleviate human suffering caused by natural and human-caused disasters abroad. This assistance is normally channelled through international institutions and Canadian and international non-governmental organizations involved in such work. Grants are given in support of the programs of three major institutions: the United Nations High Commissioner for Refugees, the United Nations Relief and Work Agency for Palestinian Refugees, and the International Committee of the Red Cross. Grants are also given in support of special appeals launched by these and other humanitarian institutions, including Canadian NGOs specialising in relief work. To ensure the flexibility needed by an emergency response mechanism, a policy of providing largely untied international human assistance program grants is maintained. The Division also has a unit dealing with rapid assessment and response to disasters, a special area related to humanitarian assistance. The Peacebuilding Unit peace building unit manages the Peace building fund Peacebuilding Fund which provides grants for rapid responses for peace building support to conflict-affected countries, for conflict prevention and post-conflict reconciliation.

### ◆ United Nations and Commonwealth Programs Division (MUN)

The division seeks to improve the functioning and development effectiveness of UN and Commonwealth development institutions, and supports innovative approaches to development priorities that draw on these institutions' capacities. These organizations and programs include UN bodies such as the UN Development Program, UNICEF, the World Health Organization, the UN Population Fund and UNAIDS, plus institutions of the Commonwealth. The Mine Action Unit provides policy leadership and coordination for CIDA programming in support of humanitarian demining, victim assistance and mine awareness, with funds from the Canadian Landmine Fund.

## Canadian Partnership Branch

The Canadian Partnership Branch (CPB) manages CIDA's relationships with a broad diversity of Canadian and international organizations involved in development activities worldwide. Its mandate is to promote mutually beneficial partnerships between Canadian and developing country organizations to support sustainable development and reduce poverty in the developing world.

The programs of the Canadian Partnership Branch respond to initiatives of Canadian organizations in accordance with Canada's foreign policy priorities. A principal distinguishing feature of CPB programming is its responsiveness. CPB's Canadian partners are responsible for the planning and implementation of their own policies, programs and projects in collaboration with their developing country partners. Another distinguishing feature of CPB's programming is cost sharing. All Canadian and developing country partner organizations are required to contribute resources to their development initiatives. The funds available to CPB represent approximately 15 percent of CIDA's budget.

A final feature is the sheer magnitude of Canadian participation in terms of the number of activities, the diversity of programs and projects funded, and the involvement of Canadians from all walks of life. At any given time, CPB maintains relationships with more than 1,000 Canadian partner organizations and private sector firms, supporting more than 1300 projects and programs in virtually every sector in over 130 developing countries. Canadian partners include private firms, business associations, non-governmental development organizations, universities and colleges, volunteer sending agencies, municipalities, professional associations, cooperatives, unions, and environmental groups.

The Canadian Partnership Branch is divided into five specialized divisions to deal with its diverse partners: the Industrial Cooperation Program Division for the business community; the Institutional Co-operation Division for educational institutions, professional associations, membership organizations, cooperatives and unions; the Non-Governmental Organizations (NGO) Division for non-profit organizations whose main focus is international development; the Youth Action Division; and the Policy, Strategic Planning and Operations Division.

### ◆ Industrial Cooperation Division (SEL)

This division provides financial support for the creation of long term partnerships between Canadian firms and their partners and customers in developing countries or to enhance the infrastructure of developing countries. In this way, the business communities of developing countries gain access to the technologies, capital and skills that are urgently needed to strengthen their economic and industrial growth.

The projects are carried out in a context of sustainable development and are mutually beneficial. Depending on the scope of the activities or the geographic preference of a business, the proposals are handled by the Division's Americas, Asia or Africa and the Middle East Bureaus, which operate with the same criteria.

#### ◆ Institutional Cooperation Division (SPC)

The objective of this division is to support initiatives of Canadian institutions in partnership with developing countries to strengthen their capacity to achieve sustainable development. Canadian institutions supported by the program are national, regional and local not-for-profit organizations, universities, colleges, unions, cooperatives, membership organizations, or professional associations as well as environmental organizations. The division is also responsible for scholarship programs. Scholarships are offered to individuals in developing countries that are members of La Francophonie and students in developing countries in the field of marine resources. Awards are also granted to Canadians wishing to pursue a career in international development. The program also supports the Election Assistance Program which focuses on the improvement of the electoral process in developing countries.

#### ◆ Non-Governmental Organizations Division (SNG)

The Non-Governmental Organizations Division contributes to the overseas development programs and projects of Canadian and international NGOs and their developing country partners.

#### ◆ Youth Action Division

CIDA's International Youth Internship Program is a component of the Youth Employment Strategy which offers young Canadians (19 to 30 years of age) the opportunity to gain work experience in their field of education in a developing or transition country.

#### ◆ Policy, Strategic Planning and Operations Division (SPE)

This Division supports the management and operation of the Canadian Partnership Branch. The Policy section assesses, evaluates and develops policies, programs and systems for the branch and provides social issues/thematic guidance in areas such as human resources development, gender equality and the environment. The Strategic Planning section is responsible for information management, results-based management and performance review for the branch.

The External Relations and Consultations unit co-ordinates CIDA's consultations with its Canadian partners and is one of the Agency's chief intermediaries with stakeholders. The International Conference Secretariat provides funding to organizations that host international conferences. The division also provides operational, administrative and technical services to the branch, including financial and information management as well as human resources development.

#### Policy Branch

Policy Branch formulates and maintains the ODA policy framework in support of the Agency's mandate and program priorities in the context of Canada's broader foreign policy objectives and interests. It monitors issues and trends in development assistance and provides strategic advice and information to the Minister, the Agency and other government departments on a wide range of long- and short-term development policy and strategic issues. The Branch also provides specialized expertise on scientific and technical matters and, in certain cases – e.g. environmental assessment – verifies Agency compliance with legislation.

Policy Branch takes the lead on strategic planning and management of the International Assistance Envelope and allocations on behalf of CIDA. At the domestic level, the Branch works closely with other departments and agencies on policy research and development, as well as on issues management, to ensure that government policy reflects the full diversity of Canada's relationships with developing countries. At the international level, the Branch focuses on improving the co-ordination of Canadian development policies with those of other donor countries – e.g., through the Development Assistance Committee of the OECD. Policy Branch also helps to represent Canada's interests in international fora and verifies that relevant international commitments undertaken by Canada are reflected in the government's international development policies.

Policy Branch includes three Directorates: (1) Policy Analysis and Development Directorate; (2) Scientific, Technical and Advisory Services Directorate; and (3) Corporate Planning and Co-ordination Directorate.

#### ◆ Policy Analysis and Development Directorate

The Policy Analysis and Development Directorate is responsible for developing and managing an integrated policy analysis, research and development capacity for the Agency. The Directorate provides leadership in the articulation of a vision for the Agency, and in the formulation of Agency policies across a wide-range of social and economic sectors, based on a solid foundation of research and analysis. In this capacity,



the Directorate plays a leading role in representing the Agency in international fora and in the interdepartmental policy development process. The Policy Analysis and Development Directorate includes the following Divisions:

### **Strategic Policy Division**

Strategic Policy Division is responsible for providing strategic policy advice regarding the overall direction of the Agency to the Minister, President and Executive Committee. It is responsible for monitoring and analysing the changing context for international assistance, including the geopolitical context, trends in development thinking and the domestic environment with a view to articulating the implications for CIDA's approach to development assistance. In this capacity, the Division takes a lead role in coordinating the preparation of major Agency policy documents and in developing the reporting systems needed to track implementation of these policies.

### **Governance and Social Policies Division**

The Division is responsible for articulating CIDA's policy and contributing to Agency practice in regard to governance and social development. Governance includes democratic development; governance at national, sub-national and municipal levels; electoral processes; public administration and reform; human security (including conflict prevention, peacebuilding and reconciliation); anti-corruption practices and institutional capacity building. Social development includes the Agency's Social Development Priorities of Health and Nutrition, Basic Education and the fight against HIV/AIDS, as well as other basic human needs; human rights; corporate social responsibility; participatory development and cultural aspects of sustainable human development.

### **Economic Policies Division**

The Division is responsible for contributing to the Agency's policy base in three general areas: trade and development, international finance for development, and other areas pertaining to economic development, including micro-finance, infrastructure services, and natural resources. It has corporate policy responsibilities on tied aid, and for Agency policies on private-sector development, infrastructure services, and poverty reduction. It provides advice to the Minister, President, senior management and the various branches on these subjects and economic development issues in general. It provides input into Canadian positions at various international fora including the World Bank and the IMF, OECD-DAC, UNCTAD, WTO, and G7/8 meetings. In concert with other divisions and government departments, the Division monitors and advises the Agency on emerging issues in economic development.

### **Environment Policies Division**

Environment is a cross cutting issue in all of CIDA's work and is a priority sector programming. The Environment Policies Division provides policy analysis and seeks strategic opportunities to influence policies and programmes of CIDA and its partners, including other government departments to ensure that development cooperation is environmentally sustainable. The Division also provides analysis and advice on environment and sustainable development issues for CIDA's programs, the President and the Minister, represents the Agency and Canada in national and international fora addressing environmental sustainability globally and in developing countries.

CIDA is the lead agency for Canada, both as a donor and domestically, as an affected party, for the implementation of the UN Convention to Combat Desertification in countries experiencing serious drought and desertification (UNCCD). This Division is the seat of the national Desertification Convention Office. The office works with CIDA programs to assist developing countries to integrate drought and desertification into their national sustainable development plans and policies.

The Environment Policies Division works with other branches of CIDA and other government departments to build Canadian policy positions for international negotiations on multilateral environmental agreement (MEAs) such as persistent organic pollutants, climate change, biodiversity and desertification. The Division houses the Canada Climate Change Development Fund Secretariat which administers a special fund for climate change and reports to an Interdepartmental Governing Board.

### **Gender Equality and Child Protection Division**

Gender Equality is a cross cutting issue in all of CIDA's work. The Division is responsible for the development, promotion and support of CIDA's Policy on Gender Equality (1999). The Division provides analysis and advice on gender equality issues to CIDA's staff, senior management and the Minister. It also provides support by developing procedures, technical guides, training programs, and other tools to assist CIDA's operational branches to comply with the Gender Equality Policy guidelines and the Federal Plan for Gender Equality. The Division also promotes the mainstreaming of gender issues in development programming through international bodies such as the OECD Working Party on Gender Equality and Women's Empowerment and the United Nations Commission on the Status of Women.

The Division's Child Protection Unit, was created by the Minister in 2000, to support the development and implementation of the Child Protection Action Plan, one of the components of CIDA's Social Development Agenda. The Action Plan strengthens CIDA's



programming for children, as it ensures that the most marginalized children, child labourers, children affected by armed conflict, children with disabilities, sexually exploited children, children living or working on the streets, children facing discrimination because of their ethnic or religious identity, and children in conflict with the law or institutional care, are included in CIDA's programmes. The Unit also manages a Child Protection Research Fund.

### **Analysis and Research**

The Division is responsible for managing a program of analysis and research which will act as a foundation for the development of Agency policy positions and programming. The Division performs this capacity by reviewing the conclusions of major research on development undertaken by the international and domestic institutions, commissioning outside studies and undertaking independent research in areas such as poverty reduction strategies, global public goods, and models of development.

### **♦ The Scientific, Technical and Advisory Services Directorate**

This directorate provides specialized scientific and technical (S&T) sectoral expertise and advice to the Agency; similar advice in the domain of international development is offered to other government departments and other organizations as appropriate. The directorate also provides leadership with respect to sectoral strategic initiatives within the Agency. Working with centres of excellence both within Canada and world-wide, the Directorate staff develops and maintains formal and informal networks to remain current with national and international S&T capabilities. In addition, the Directorate represents the Agency in domestic and international fora on S&T issues.

The directorate is divided into three divisions:

#### **Advisory Services Division**

This division is responsible for providing strategic sectoral expertise, leadership and advice in 1) Health, Population and Nutrition; 2) Education, including basic education and distance education; 3) Knowledge and Development (including Global Knowledge); 4) Knowledge Management.

#### **Science and Technology (S&T) Central Unit**

This division offers and provides Agency-wide S&T expertise and advice to CIDA's Policy and Operational Branches. The division currently has four primary areas of expertise:

- Natural Resources: Water (irrigation), Forestry and Conservation, Marine Resources, Oil and Gas, and Agriculture.

- Infrastructure Services: Energy, Water (sanitation), Information and Communication Technologies (ICT's), Transport.
- Social and Economic Sciences: Social dimensions, Enterprise Development (small and medium enterprise, microenterprise, microfinance, etc.), Urban development.
- Climate Change: Funded by the Canada Climate Change Development Fund, this group provides specialist technical support to the Agency's climate change-related projects and programs.

### **Environmental Assessment Unit**

This Unit provides technical and scientific expertise to support the implementation of CIDA policies, directives, guidelines and capacity-building programs with regard to the application of environmental assessment, as embodied in domestic and international instruments such as: the Canadian Environmental Assessment Act; the Cabinet Directive on the Environmental Assessment of Policy, Plan and Program Proposals (otherwise known as Strategic Environmental Assessment); Multilateral Environmental Agreements (MEAs) such as the United Nations Framework Convention on Climate Change, the UN Convention to Combat Desertification, and the UN Convention on Biological Diversity.

The Division also provides corporate technical and procedural guidance on the conduct of environmental assessment as required by CIDA's Policy for Environmental Sustainability and the Sustainable Development Strategy. Research and development initiatives are supported by the Division to strengthen best practice approaches to environmental assessment in development co-operation.

In support of public access to information on environmental assessment, the Division also administers the Public Registry under the Canadian Environmental Assessment Act.

### **♦ Corporate Planning and Co-ordination Directorate**

Includes the following four divisions:

#### **Corporate Planning Division**

Corporate Planning is responsible for directing the development of the strategic corporate planning, budgeting and reporting framework and process to ensure the effective alignment of Agency programs with its corporate mandate, priorities and policies. Corporate Planning has four core functions:

- Leads the management of the International Assistance Envelope (IAE) and budgetary allocations within the Agency;

- Oversees the strategic corporate planning and reporting framework and process;
- Provides information to Parliament, OGDs, external agencies, and the public on the Agency's direction and performance.
- The Division directs and coordinates the development of the Agency's Sustainable development Strategy and monitors its implementation. It also provides input, in conjunction with other divisions, to policy positions on sustainable development-related issues.

### **Policy Co-ordination Division**

The Policy Co-ordination Division supports the Agency's executives and the Minister in the co-ordination of Agency positions on current, critical and horizontal public policy issues. It promotes consistency and coherence in development policy at all levels in CIDA through dialogue and information exchange with CIDA's other branches. It also coordinates Agency relations with other government departments involved in Official Development Assistance (ODA) and with the International Development Research Centre (IDRC). Furthermore, the Division is responsible for the Agency's relations with other donor countries and, through the Development Assistance Committee (DAC) of the OECD, works to enhance the coordination of Canadian development policies with other donors.

### **Branch Management Services Division**

Responsible for the development and co-ordination of all mechanisms and systems for human, financial and information resources management and planning in Policy Branch. Also responsible for delivering internal contract and administration services, and for advising the Branch senior management on resources utilization, corporate exercises and on the achievement of branch objectives and results.

### **Information Management Division**

The unit is responsible for:

- Coordinating in collaboration with CIDA's Information Management and Technology Branch and other branches, the identification of the Agency's needs for information to support an integrated corporate planning, budgeting, programming, monitoring and reporting system, and
- Helping the Branch strengthen its capacity to use Agency information for its analysis and policy development.

## **Human Resources and Corporate Services Branch**

As an Agency partner, the Human Resources and Corporate Services Branch develops, implements and monitors corporate service tools, mechanisms and

support services for optimal management of CIDA's resources. The Branch provides strategies, advice, programs and policies in the areas of human resources, administration and security, finance, contracts and procurement, and legal services. The Branch takes a leadership role in developing and facilitating Agency adoption of best practices in these areas.

### **◆ Human Resources Division**

Staff Relations, Compensation and Benefits provides strategic corporate advice on all policies and programs related to staff relations, compensation and benefits (including conflicts of interest, exclusions and designations, National Joint Council grievances and other types of grievances, strikes harassment); advises managers and human resource professionals on all issues pertaining to employment terms and conditions; provides information, interpretation, advice and guidance on staff relations and compensation and benefits programs in accordance with pertinent policies, directives, regulations and collective agreements; handles union/management relations, and occupational health and safety standards; develops programs, strategies, policies, guidelines, plans and implementation frameworks related to compensation, staff relations, harassment, and conflict of interest practices; develops procedures for the delegation of staff relations authorities; and, elaborates the Agency's position with respect to changes in collective agreements.

### **◆ Executive Services**

Provides advice and services to the Director General in the areas of EX staffing; develops policies and guidelines regarding the EX community in CIDA; provides required strategic and operational advice and guidance to Agency senior management and to EX employees; and implements special projects to meet corporate needs of CIDA and the individual needs of its EX population.

### **◆ Continuous Learning**

Provides learning programs and events to CIDA employees, based on their needs and contributing to the acquisition and transfer of knowledge; develops, delivers and validates corporate training programs, courses, workshops and tools; and manages the Learning Centre, the Official and Foreign Languages training, the Informatics training, the Distance training as well as the Counselling services.

### **◆ Human Resources Operations (NPR)**

Assists each branch in fulfilling its operational human resources needs in the following areas: staffing, classification, organizational analysis, human resources planning, official languages, training plans, staff relations and employment equity. A human resources advisor is



assigned to one or two branches and is charged with providing or obtaining strategic and operational services that a Branch requires (liaison, advice, guidance, brokerage), for managers as well as employees.

#### ◆ Human Resources Planning, Policies, Programs and Systems

Ensures that the human resources policy and management framework is coherent, complete and pertinent and drafts policies when needed; designs programs intended to mobilize employees, manage employee performance and create a supportive work environment, such as the Employee Performance Feedback program and Competency profiles; develops employment equity policies; plans, implements and monitors the employment equity program, handles the administration of official languages and coordinates CIDA's Human Resources Strategy; and heads the development and implementation of the human resources management systems (PMIS, SAP/HR) for the Agency and Human Resources Division.

#### ◆ The Assignments Management Centre (NAD)

Launches the annual posting and reintegration/deployment exercises; liaises with field representatives; provides spousal employment assistance; administers secondments, internal and external assignments, the post secondary recruitment program, education leave and career development programs.

#### ◆ Administrative and Security Services Division

Provides the Agency with full service in the following areas: telecommunications, office and workplace organization, storage, maintenance and repair of physical property, audio-visual services, mail services, procurement, room reservations, security services including personnel security, building security (including fire and emergencies) and information technology security; and provides internal information management services (network technical support, systems development and records management services for the Branch).

It comprises three sections: Accommodations and Facilities; Information Management; and Security Services.

#### ◆ Finance Division (GFD)

Provides financial services to the Agency. It develops, interprets, and maintains Agency financial management practices and systems; provides specialized contract and contribution audit services; and operates a financial risk assessment unit; provides a number of additional

services: resource management, corporate planning, financial reporting, budgetary control, financial training, accounting operations, accounts verification services and information support; and coordinates with the Department of Foreign Affairs and International Trade (DFAIT) the representation of the Agency overseas.

It comprises three sections: Resources Management, Financial Management Practices and Systems and Financial Services.

#### ◆ Contracting Management Division (GMB)

Develops, and disseminates appropriate contracting policies, processes, reporting mechanisms and quality assurance systems necessary to demonstrate and ensure the integrity and transparency of CIDA contracting activities; and makes presentations and explains the contracting process and business opportunities to our Canadian Partners.

It comprises three sections: Strategic Policy and Information Management, External Business Relations and Corporate Contracting Operations.

#### ◆ Legal Services Division (FJU)

Provides a full array of client driven legal services, such as: legal advice, drafting services for all legal documents, negotiation support and proper representation and instructions in all litigation matters. It is headed by a General Counsel who accounts to the President directly and reports to the Department of Justice.

#### Communications Branch

Communications Branch works with broadcasters, independent producers and non-governmental organizations to produce television and radio programs about international development projects, issues and policies. We publish country profiles on developing countries, brochures on programs, information kits on new initiatives. We make available our collection of 100,000 photographic images that document Canada's role in international development.

We respond to calls from the media for information, and we answer thousands of calls from Canadians—from schoolchildren, university students and business people. Through our Speakers' Program, senior CIDA staff meet with community leaders across the country. We organize media events with local partners in the regions to highlight their involvement in development projects.

Telling Canadians about the results of our aid program does make a difference.



Communications Branch includes the following divisions:

#### ◆ Corporate Communications

- Media Relations
- Speech Writing
- Media Monitoring
- Ministerial Briefing Unit
- Regional Events and Parliamentary Programs

#### ◆ Creative Services

- Internet Publishing
- Publications
- Photo Library: E-mail: phototheque@acdi-cida.gc.ca
- Exhibits
- Multimedia/Video

#### ◆ Development Information Program

The Development Information Program provides support to Canadian applicants working in the print, broadcast and electronic media for projects that inform Canadians about development and international co-operation issues. Communications initiatives and activities must feature a Canadian angle and target Canadian audiences. International organizations must be part of a Canadian-led consortium or partnership.

#### ◆ Planning and Advisory Services

#### ◆ Public Environment Research and Strategic Planning

### Information Management and Technology Branch

The Information Management and Technology Branch (IMTB) provides CIDA with corporate informatics support associated with information management, information technology and office automation. The Branch also helps CIDA identify valuable emerging technologies and information-management techniques, and integrate them with our own strategies.

The major strategic thrusts outlined in the IM/IT Strategy define IMTB's role:

- to help the Agency use technology to deliver projects and programs efficiently, effectively and through collaboration;
- to use technology to support CIDA's need to manage and capitalize on its relationships;
- to support CIDA's ability to leverage the Agency's investments, knowledge and experience to achieve greater impact; this must be done by facilitating the strategic implementation of subject and sector

portals with technology-based environments that support collaboration and sharing with other stakeholders;

- to improve the capture, management of and access to CIDA's paper and electronic documents and records in order to make effective and efficient use of the information they hold; and
- to provide technological tools to enable all CIDA staff, regardless of location, to access, capture, retrieve and reuse Agency information.

These strategic thrusts complement the Agency's business objectives.

The Branch currently has five divisions:

#### ◆ Client Services and Partner Relations Division (CSPR)

CSPR helps IMTB meet client and partner needs for information- and knowledge-related solutions. Acting as an interface between IM/IT resources and clients, CSPR communicates IMTB activities and provides client focus. To fulfil this role within the Branch, the division also establishes frameworks, standards, guidelines and processes. CSPR also focuses on clients outside Agency Headquarters by developing and managing extranets, and co-ordinates with DFAIT to manage IM/IT networks with the Agency's posts and partners.

#### ◆ Information and Business Solutions Division (IBS)

IBS is responsible for the management of major corporate IM/IT projects. This includes ongoing development of the SAP process-management tool, and its integration with Agency needs and business practices. IBS manages SAP's four principal modules: Project Systems, Materials Management, Financial Management, and Human Resources. IBS also oversees CIDA's advancement through the federal Government On-Line (GOL) initiative, ensuring that the changes mandated by the initiative can be integrated with the Agency's technical environment.

#### ◆ Information Sources Management (ISMD)

Information Sources and Management Division (ISMD) provides CIDA staff and partners with easy access to the information required to meet CIDA's business needs, and to manage Agency information throughout the life-cycle of each project. To this end, ISMD implements sustainable mechanisms and processes to capture, share, manage and facilitate access to Agency's information and knowledge, while ensuring that the retention and disposition of official records are achieved in conformance with federal legislation.

## ◆ Information Technology Division (ITD)

ITD supports the operating hardware and software systems used by CIDA operations in Canada, and provides advisory, consultative and support services on all information technologies.

## ◆ Management Services Division

Management Service's mandate is to provide leadership, direction and high-quality support services to the CIO and other IMTB divisions with particular reference to: strategic and operational planning and integration; financial planning, management, monitoring and budgeting; contract and Agency IT-procurement support; branch administrative, committee and technical support; performance measurement and monitoring; and risk and issue management.

IMTB has also created a new Information Strategy and Innovation (ISI) position. The ISI Director's task will be to advise the CIO on new and innovative technology and strategies. The position is currently unstaffed.

## Performance Review Branch

To help improve CIDA's management performance and development effectiveness, through its internal audit and evaluation activities, Performance Review provides assurance, independent and objective information and advice to management on the continued relevance, success and cost-effectiveness of key CIDA policies, programs and projects, and on the effectiveness of the management systems, processes and practices. It also provides methodological support to branches on performance measurement as well as on the development and implementation of results-based management and performance frameworks.

## Program Records

### Africa and Middle East Branch

#### Algeria

**Description:** Cooperation between Canada and Algeria has been affected by the continued unrest in the country. A Private Sector Development Fund project has been put in place to initiate transfer of technology and know-how to support private sector development and economic reform programmes. While Canadian partners have responded, they face important challenges in achieving sustainable results. **Program Record Number:** IDA BFM 4259

#### Angola

**Description:** Canadian assistance to Angola has been limited to food aid, humanitarian assistance, assistance with de-mining and support channeled through the Southern Africa regional program. **Program Record Number:** IDA BFO 4273

#### Benin

**Description:** The new focus of the CIDA program in Benin, introduced in 2000, is support to institutions of financial management and control, to the improvement of the efficiency of public administration and to the increase of literacy and better basic education. The program will continue its assistance to the President's office and administrative reform but will also assist ministries and institutions with a key role in revenue collection and control and the reduction of corruption. In addition, it will support organizations and ministries oriented towards reducing illiteracy. The existing program focuses on improving the economic and legal environment, developing a cooperative network, and supporting women entrepreneurs. Benin is also benefiting from regional projects, such as l'Institut supérieur panafricain d'économie coopérative and the "SIDA" project against AIDS. CIDA also supports activities of several NGOs in Benin, as well as small projects through the Canada Fund. **Program Record Number:** IDA BFN7 4251

#### Botswana

**Description:** Because of Botswana's favourable economic situation, CIDA's bilateral assistance to Botswana is being phased out. Botswana will continue to benefit from Southern Africa's regional projects, and the Canada Fund for Local Initiatives. Botswana is also eligible for assistance through Canadian NGOs, institutions and the private sector from CIDA's, Canadian Partnership Branch. **Program Record Number:** IDA BFO 4276

#### Burkina Faso

**Description:** CIDA intends to focus its bilateral programming on support for the non-mechanized and urban private sector so that they truly contribute to growth, and on empowering groups and individuals to contribute to their own development through basic education (especially for girls), social communication, and administrative decentralization. Regional approaches will be favoured for environmental issues and opening up remote areas (roads and telecommunications). CIDA also supports several NGOs, as well as small projects through the Canada Fund. **Program Record Number:** IDA BFN 4214

## Burundi

**Description:** The continued conflict in Burundi makes the planning of development assistance support very difficult. Bilateral and humanitarian assistance to Burundi was suspended in 1999 due to renewed violence. Despite the progress made in the negotiation of the Arusha peace process, conflict continues and security concerns remain. Canadian assistance in Burundi will, therefore, continue to provide support for the negotiation of a durable peace process and provide humanitarian aid on a project by project basis.

**Program Record Number:** IDA BFG 4300

## Cameroon

**Description:** A new country programme framework for the Cameroon will commence in the fall of 2000. The programme is expected to focus on environmental forestry development and to the provision of access to productive resources to the poor. A pilot project in basic human needs will be an integral part of the new programme. Governance and the role of women are expected to become important crosscutting programming objectives. **Program Record Number:** IDA BFG 4289

## Cape Verde

**Description:** The CIDA program in Cape Verde supports small projects financed by the Canada Fund, as well as NGO projects. The country also benefits from a small regional project aimed at strengthening the capacities of the Sub Regional Fisheries Commission. **Program Record Number:** IDA BFR 4235

## Central African Republic

**Description:** Several small-scale projects are financed by the Canadian Fund for Local Initiatives (rural development, health care, and education). The Central African Republic is also eligible for various regional programs or projects, including: (a) the Francophone Africa Technological Institution Building Program (PRIMTAF); (b) the AIDS program; (c) the Institut africain d'informatique (IAI) institutional support project; (d) the integrated management program for foreign executives (PIMCE). **Program Record Number:** IDA BFG 4290

## Chad

**Description:** This program is basically limited to Canadian Fund for Local Initiatives and to NGO projects. Chad is also eligible for various regional programs or projects, including: (a) the Francophone Africa Technological Institution Building Program (PRIMTAF); (b) the Institut africain d'information (IAI) institutional support project; (c) the Pan-African Cooperative Training Center (CPFC) support project; (d) the integrated management program for foreign executives (PIMCE). **Program Record Number:** IDA BFG 4291

## Comoros

**Description:** Comoros is eligible for the Programme canadien de bourse de la Francophonie (which provides scholarships for studies at Canadian colleges and universities), as well as the second phase of the Francophone Africa Technological Institute Building Programme currently being planned. Comoros is also eligible for assistance through Canadian NGOs, institutions and the private sector from CIDA's, Canadian Partnership Branch. **Program Record Number:** IDA BFK 4220

## Congo

**Description:** CIDA's program consists of numerous small-scale projects financed through the Canada Fund for Local Initiatives. In addition, two institutional support projects relate to staff training in the public service and in specialized schools. **Program Record Number:** IDA BFG 4297

## Democratic Republic of Congo (DRC)

**Description:** The lingering conflict in the DRC; the difficulties found in trying to implement the Lusaka Peace Accord; and, the human suffering caused by conflict in this country, validate CIDA's current programming approach in this country. CIDA, through Canadian NGOs, works largely with Congolese civil society in: (a) supporting their efforts to provide humanitarian assistance to the population and satisfy very basic human needs; (b) promoting democratic development and good governance values among the population; and (c) promoting and protecting human rights. The ultimate objective of CIDA in the DRC is to promote efforts to finding a durable solution to the ongoing internal conflict, as a first step to solving other related conflicts affecting the Great Lakes region. **Program Record Number:** IDA BFG 4298

## Djibouti

**Description:** Djibouti is eligible for the Programme canadien de bourse de la Francophonie (which provides scholarships for studies at Canadian colleges and universities), as well as the second phase of the Francophone Africa Technological Institute Building Programme currently being planned. Djibouti benefits from two regional projects—support to the Intergovernmental Authority on Development and the Horn of Africa Capacity building programme. Canada contributes to the implementation of small-scale projects through the Canada Fund for Local Initiatives. Djibouti is also eligible for assistance through Canadian NGOs, institutions and the private sector from CIDA's, Canadian Partnership Branch. **Program Record Number:** IDA BFK 4228



## Egypt

**Description:** CIDA seeks to support Egypt in its efforts to reduce poverty of the country's marginalized groups, in particular women and children/youth. The program addresses poverty directly through support to small and medium enterprise development as a way to foster better employment opportunities, and support for basic education to foster human resource development. Several ongoing projects continue direct investment in the environment (sustainable management of natural resources, including water). Cross cutting themes are gender equality, environmental sustainability, institutional capacity building and child protection. Investments are also made to support areas of shared global interest between Canada and Egypt, such as climate change. Key projects aim at employment creation and policy development in the small and medium enterprise (SME) sector, water quality and availability management, introduction of green technologies by SMEs and NGOs, the establishment of labour adjustment service, creation of rural community school, and the implementation of an environmental information system. **Program Record Number:** IDA BFM 4263

## Equatorial Guinea

**Description:** This country benefits from the Canadian Fund for Local Initiatives. Equatorial Guinea is also eligible for assistance through Canadian NGOs, institutions and the private sector from CIDA's, Canadian Partnership Branch. **Program Record Number:** IDA BFG 4293

## Eritrea

**Description:** Activities are implemented in support of Basic Human Needs (food security and basic education) and Governance (census). Canadian Partnership Branch supports projects implemented by Canadian NGOs **Program Record Number:** IDA BFK 4230

## Ethiopia

**Description:** The program focuses on two main areas: food security and governance / democratic development. Projects aim at building the capacity of local institutions in areas such as: disaster mitigation and early warning, justice and parliament. The Canada Fund for Local Initiatives supports the implementation of small scale projects. Canadian Partnership Branch supports projects implemented by Canadian NGOs and institutions **Program Record Number:** IDA BFK 4229

## Gabon

**Description:** CIDA's programme in Gabon is in transition. Gabon's relatively high per-capita income precludes an active bilateral CIDA presence in that country. Nevertheless, the significant challenge that Gabon currently faces with its health sector, has

resulted in CIDA bilateral retaining, in an exceptional basis, a health sector project which will last for the next three-year period. Gabon also continues to qualify for CIDA support for initiatives that favour the development of partnerships between the Canadian private sector and civil society, with their counterparts in Gabon.

**Program Record Number:** IDA BFG 4292

## The Gambia

**Description:** The Canadian cooperation in The Gambia supports small projects through the Canada Fund for Local Initiatives, an institutional cooperation project for the creation of the first university in this country, as well as various initiatives from NGOs. The country also benefits from a small regional project aimed at strengthening the capacities of the Sub Regional Fisheries Commission and from the Democratic Development Fund which supports democratic activities in Nigeria, Sierra Leone and The Gambia. **Program Record Number:** IDA BFR 4236

## Ghana

**Description:** The oldest and largest CIDA program in Africa, initiated in 1958, the primary objective of the CIDA-Ghana program is to assist the Government of Ghana achieve its goal of poverty reduction. Over the past decade, this has largely been through support to structural adjustment and economic reform, the provision of potable water, and the improvement of small-scale economies activity. Canada has also been involved in initiatives in support of the democratic process, NGO and private sector activities through the Partnership Branch, as well as small projects through the Canada Fund. The program is now in transition, seeking a new balance between macro-economic programming and poverty targeted projects. The focus of the new program is on potable water, governance (decentralization in particular) and food security.

**Program Record Number:** IDA BFW 4254

## Guinea

**Description:** Canadian cooperation in Guinea started modestly in 1964 but became more intensive as of the mid 80s. The program primarily supports rural development, fisheries surveillance and control, the development of energy related infrastructures, as well as vocational/technical training and the creation of a research centre in environment at the University of Conakry. In addition, CIDA also supports NGO activities in Guinea and the country benefits from Canada Fund for Local Initiatives. Future initiatives will be focus on sustainable human resources development and the development of micro-finance facilities. **Program Record Number:** IDA BFR 4242

## Guinea-Bissau

**Description:** The CIDA program in Guinea-Bissau supports small projects financed by the Canada Fund for Local Initiatives, as well as NGO activities. In 1998, CIDA was providing emergency humanitarian assistance in response to the recent civil war. The country also benefits from a small regional project aimed at strengthening the capacities of the Sub Regional Fisheries Commission. **Program Record Number:** IDA BFR 4239

## Ivory Coast

**Description:** CIDA's cooperation program with Ivory Coast goes back to 1960. The program's two main focuses are support for the private sector, mainly the development of labour-intensive cooperatives and small business, and support for good governance, mainly strengthening decentralization and civil society. Ivory Coast also benefits from several initiatives funded by the Pan-African Program in the same areas, as well as additional areas such as health, training, and women in development. CIDA also funds NGOs active in Ivory Coast and small projects through the Canada Fund. **Program Record Number:** IDA BFN 4210

## Jordan

**Description:** This bilateral programme fits within the objectives of CIDA strategic framework for the Middle East. The main target group are the Palestinian refugees and the priority areas are: Search for Peace, Water and Sanitation and Technical and Vocational Education and Training (TVET). The main investments come as support to the reform of the Jordanian TVET system and to the introduction of e-learning in the education system. A cost-recoverable waste-water treatment facility will shortly be built. Support already provided to micro-credit for women and for a better management of the rangeland has been successful. **Program Record Number:** IDA BFM 4266

## Kenya

**Description:** The bilateral programme focuses on poverty reduction, concentrating on basic education, HIV/AIDS prevention and gender equity. Kenya benefits from regional projects implemented under the Pan African programme, including the Regional AIDS Training Network. Partnership Branch supports projects implemented by Canadian NGOs, institutions and the private sector. Several local organizations and community groups are supported through the Canada Fund for Local Initiatives. **Program Record Number:** IDA BFK 4221

## Lebanon

**Description:** Bilateral activities in this country correspond to CIDA's strategic framework for the Middle East. The main investment aims to support taxation

reform in order for the Lebanese government to better implement and manage new taxation programs. The Canada Fund for Local Initiatives is the only other on-going activity. An important Fund for Social Development is being planned. Finally, support provided for the design of a curriculum in business administration and office administration for the Hariri Canadian Higher Institute of Technology has been successful. **Program Record Number:** IDA BFM 4267

## Lesotho

**Description:** Canada no longer has a bilateral program with Lesotho. The Canada Fund for Local Initiatives is administered from Pretoria. Lesotho is also eligible for assistance through Canadian NGOs, institutions and the private sector from CIDA's, Canadian Partnership Branch. **Program Record Number:** IDA BFO 4282

## Liberia

**Description:** Canada's aid program in Liberia is limited to a Canada Fund for Local Initiatives. Additionally, Canada contributed several million dollars in humanitarian and food aid to the region during the civil war and continues to help in Liberia's reconstruction. **Program Record Number:** IDA BFN 4209

## Madagascar

**Description:** Madagascar is eligible for the Programme canadien de bourse de la Francophonie (which provides scholarships for studies at Canadian colleges and universities), as well as the second phase of the Francophone Africa Technological Institute Building Programme currently being planned. Assistance for small projects is provided through the Canada Fund for Local Initiatives. Madagascar also receives some assistance through Canadian NGOs, institutions and private businesses from CIDA's Partnership Branch. **Program Record Number:** IDA BFK 4222

## Malawi

**Description:** Malawi is one of the main countries of concentration for CIDA in Southern Africa. Programming priorities include at least 80 per cent basic human needs (education and health), complemented by governance initiatives that contribute to an improved investment climate and supplement Basic Human Needs programming. Emphasis is placed on increasing women's capacities and decision-making roles. **Program Record Number:** IDA BFO 4280

## Mali

**Description:** The Canadian cooperation program has begun a transition in recent years. We have gradually shifted from structural adjustment programs and protection of the plant cover, to programming based on social development, economic growth, peace and security, human rights, and good governance. At the



same time, crosscutting themes include women in development and decentralization in Northern Mali. Mali is also a recipient of several initiatives funded by the regional program. Key initiatives include the OMVS project (hydroelectric development of the Senegal River and commissioning of the electric power plant to be installed at the Manantali dam); the AIDS project; the Strengthening Civil Society in the Sahel project, a regional project to help build the capacities of civil-society organizations dedicated to development and especially combating desertification in three Sahel countries; and finally, the Democracy and the Media project. CIDA also funds many NGOs active in Mali and small projects through the Canada Fund for Local Initiatives. **Program Record Number:** IDA BFN 4216

### Mauritania

**Description:** CIDA maintains a small bilateral program in Mauritania. A project aimed at reducing poverty uses a lines of credit mechanism to generate counterpart funds which, in turn, are used to finance the construction or rehabilitation of social infrastructures in the suburbs of Nouakchott such as classrooms, youth centres, centres for self-employed women, kindergarten, etc., the operation of which is supported by local NGOs. CIDA also supports the creation of Saving and Credit Unions to serve the needs of the poor who do not have access to the banking system. Mauritania also benefits from the Canada Fund for Local Initiatives and from various regional projects in health (fight against AIDS), in natural resources management (Organization for the Development of the Senegal River Valley – OMVS, institutional strengthening of the Sub Regional Fisheries Commission), and in technical education (the Francophone Africa Technological Institution Building Program). **Program Record Number:** IDA BFR 4237

### Mauritius

**Description:** Assistance to Mauritius is currently being provided through scholarships to Canadian universities administered under the Francophone program, and from regional programming. Small projects are supported through the Canada Fund for Local Initiatives. **Program Record Number:** IDA BFO 4283

### Middle East Regional

**Description:** The main purpose of this envelope is to support the search for in the Middle East. The dialogue and Capacity Building Fund for Sustainable Peace encourages contact and cooperation on key development issues through seminars, conferences and workshops. The Expert and Advisory Services Fund supports Canadian involvement in the multilateral discussions of the peace process. The Regional Operational Hydrologist Training Programme provides training for Palestinian, Jordanian and Israeli representatives in the area of water data banks. Finally,

McGill University offers a training program in Social Work that aims to improve access to basic social services 3 Palestinians and Jordanians. **Program Record Number:** IDA BFM 4268

### Morocco

**Description:** The ongoing program, to be largely completed by 2002, focuses on private-sector development and institutional support. The Private Sector Development Fund is designed to meet know-how and technology needs of private sector while the Institutional Support Program (PRICAM) helps training institutions meet private sector training needs and employment requirements. In the coming year, the strategic policy framework which dated back to 1993, will be revised to focus more on Government of Morocco priorities linked to poverty reduction, education and human resource development and social development. **Program Record Number:** IDA BFM 4260

### Mozambique

**Description:** Programming priorities include basic human needs (education, water and sanitation) governance, the transport sector, micro credit, the environment, and support for mine action. Mozambique also receives significant benefits from CIDA's multi-country projects for the region, especially in AIDS/HIV, environment, and energy. Mozambique is the coordinator of the Southern Africa Development Community's transportation and communications program, and has received considerable assistance in the rehabilitation of its ports and railway lines. It also receives management and training assistance in the transport sector. **Program Record Number:** IDA BFO 4274

### Namibia

**Description:** Canada no longer has a bilateral program in Namibia. The Canada Fund for Local Initiatives is administered from Pretoria. Namibia is also eligible for assistance through Canadian NGOs, institutions and the private sector from CIDA's, Canadian Partnership Branch. **Program Record Number:** IDA BFO 4285

### Niger

**Description:** In recent years, the main objective of the CIDA program has been to support Niger's development efforts in macro-economic balance, human resource development and rural development. CIDA also received substantial support in the development of its democratic process. Over the next few years, CIDA intends to focus its bilateral program on basic education with an emphasis on young girls, basic human needs, and the strengthening of civil society. Environment and food security issues will be considered by the regional component and the multilateral program, respectively. Niger also benefits from the regional telecommunications project and the



AIDS program. CIDA funds NGOs in Niger, as well as many small projects through the Canada Fund. The suspension of the execution of the bilateral program was lifted in March 2000. **Program Record Number:** IDA BFN 4213

### Nigeria

**Description:** Canada's bilateral aid program with Nigeria was terminated in 1995 in response to continued deterioration of economic and political circumstances. In 1999, the program was reopened and now Nigeria is a recipient of assistance for Democratic Development, immunization against polio, and the fight against corruption. A new program oriented towards health and the environment is being developed.

**Program Record Number:** IDA BFW 4255

### Organization pour la mise en valeur du fleuve Sénégal (OMVS)

**Description:** OMVS is a regional agency created in 1972 to develop the resources of the Senegal River basin, shared by Mali, Mauritania and Senegal. The program focusses on agriculture, navigation and energy. Canada has supported this program to conduct studies prior to the building of dams; to procure, transport and install water inlet and outlet facilities for the Manantali dam and to implement the training and maintenance program for these facilities; to conduct technical studies on management of the waterway, harbours and ports of call of the Senegal River; and to conduct studies of the power transmission system. In cooperation with other donors, CIDA and the Canadian Industrial Sector are finalizing their participation in the installation of power generation equipment and to the planning of transmission lines to Bamako, Dakar and Nouakchott.

**Program Record Number:** IDA BFN 4217

### Republic of South Africa

**Description:** CIDA's bilateral program in South Africa continues to be based on an Interim Programming Strategy that was developed during the initial years following the election of the first post-apartheid South African government. The Strategy is centered on four areas: governance, human resource development (HR.), civil society and economic development. Future CIDA support will also concentrate on activities that foster regional cooperation on key development issues in all of the countries of the region, including South Africa. Canada's assistance to South Africa in 1998-99 was \$15 million, of which \$11.4 million was bilateral assistance; \$2.7 million was channelled through Canadian NGOs, NGOs, and businesses; and \$0.9 million was through multilateral agencies and the IDRC. **Program Record Number:** IDA BFO 4284

### Rwanda

**Description:** A new three-year programming framework has just been approved for the Rwanda programme. The purpose of this new programming, is to promote human security so as to lay the foundation for national reconciliation, which is needed to reduce poverty and sustain development. The program aims at: (a) strengthening the country's governance capacities, particularly in the justice system and in the promotion of human rights; (b) supporting women in their efforts at national reconciliation and sustainable development; and, (c) supporting efforts to meet the basic human needs of the population, particularly women and children. **Program Record Number:** IDA BFG 4302

### Sao Tome and Principe

**Description:** This country benefits from the Canadian Fund for Local Initiatives. Sao Tome and Principe is also eligible for assistance through Canadian NGOs, institutions and the private sector from CIDA's, Canadian Partnership Branch. **Program Record Number:** IDA BFG 4294

### Senegal

**Description:** Canadian cooperation in Senegal dates back to 1962 and is focused primarily on poverty reduction. Although the bilateral program is the main delivery channel of Canadian assistance to Senegal, NGOs, Institutions and the private sector also bring important contributions. The bilateral program is focused on two main axis: (i) Social Development and (ii) Economic Development, with 'gender equality' and 'environmental protection' (sustainable management of natural resources – forests mainly) as cross-sectoral priorities. Within the Social Development axis, CIDA concentrates its efforts on: improving the quality of, and facilitating access to, literacy and basic education programs (especially for girls and women), on developing curriculum, and on strengthening education management. CIDA also supports the promotion of women's rights. Additionally, it contributes to the government's efforts toward decentralization through fiscal reforms studies and the provision of technical assistance and training for local authorities. Within the Economic Development axis, CIDA concentrates its efforts on strengthening the local economy. This includes support to the creation of credit unions and micro-finance projects which facilitate access to credit to the poor, mainly women, and allow them to carry out income generating activities. The promotion of entrepreneurship in rural areas also contributes to the generation of sustainable income. Senegal also benefits from the Canada Fund for Local Initiatives and from regional projects in health (fight against AIDS), in natural resources management (Organization for the Development of the Senegal River Valley – OMVS, institutional strengthening of the Sub Regional Fisheries Commission). **Program Record Number:** IDA BFR 4238

### Seychelles

**Description:** Seychelles is eligible for the Programme canadien de bourses de la Francophonie (which provides scholarships for studies at Canadian colleges and universities), as well as the second phase of the Francophone Africa Technological Institute Building Programme currently being planned. CIDA is also helping to develop capacity at the Seychelles Industrial Development Corporation. **Program Record Number:** IDA BFK 4223

### Sierra Leone

**Description:** For the past decade Sierra Leone has been destabilized by civil war. The country currently benefits from one of the largest Canada Fund for Local Initiatives (\$500 000). Moreover, since the beginning of the Civil War in 1991, and especially since 1999, Canada has contributed several million dollars to this country in humanitarian assistance and food aid and has supported various peace promotion initiatives. **Program Record Number:** IDA BFR 4241

### Somalia

**Description:** CIDA provides emergency assistance to populations affected by conflict, and finances the implementation of small-scale projects through the Canada Fund for local initiatives. Somalia also benefits from the Horn of Africa Capacity Building programme and two projects financed by the Peace Building Fund. **Program Record Number:** IDA BFK 4231

### Southern African Development Community (SADC)

**Description:** Canada has supported SADC since 1983. Since regional integration and cooperation are goals shared by SADC and CIDA a significant portion of projects in CIDA's Southern Africa Program have been multi-country (regional) projects. However, of the total Southern African Program, less than 20 per cent of program funding consists of direct assistance to SADC. **Program Record Number:** IDA BFO 4272

### Sudan

**Description:** CIDA's role in Sudan has two main thrusts: (1) humanitarian and emergency assistance, and (2) peace and conflict resolution. Sudan benefits from two regional projects: (1) support to the Intergovernmental Authority on Development, and (2) the Horn of Africa Capacity Building programme. The Canadian Fund for Local Initiatives finances the implementation of small-scale projects Canadian Partnership Branch supports projects implemented by Canadian NGO's. **Program Record Number:** IDA BFK 4232

### Swaziland

**Description:** Canada no longer has a bilateral program in Swaziland. Swaziland benefits from CIDA multi-country projects for the region and from projects supported through the Canada Fund for Local Initiatives. **Program Record Number:** IDA BFO 4286

### Tanzania

**Description:** CIDA's assistance program in Tanzania focuses on poverty reduction, concentrating on basic education, with an emphasis on the poor; and micro-enterprise development, with an emphasis on women. As a member of SADC, Tanzania is eligible for the Southern Africa regional program for project implementation. The Canada Fund for Local Initiatives finances the implementation of small-scale projects, and Partnership Branch supports projects implemented by Canadian NGOs, institutions and the private sector. **Program Record Number:** IDA BFK 4224

### Togo

**Description:** This country benefits from the financing of small projects through the Canada Fund. Togo is also eligible for assistance through Canadian NGOs, institutions and the private sector from CIDA's, Canadian Partnership Branch. **Program Record Number:** IDA BFW 4252

### Tunisia

**Description:** The development assistance programme focuses on private sector development and institutional support and education reform. Ongoing programs include transfer of technology and know-how to private sector operators particularly in the information and communication technology sector. The new skills based technical training programme project will assist training institutions meet private sector requirements and employment needs. Given Tunisia's economic performance, traditional development assistance will give way to stronger business and investment approaches with Canada. **Program Record Number:** IDA BFM 4261

### Uganda

**Description:** CIDA's programme focuses on poverty reduction, concentrating on education and governance. Through Canadian NGOs and institutions, Partnership Branch supports a number of small scale rural development projects. Uganda also benefits from the Canada Fund for Local Initiatives. **Program Record Number:** IDA BFK 4225

### West Bank and Gaza

**Description:** The objectives of CIDA's strategic framework in the Middle East guide the bilateral programme for the Occupied Palestinian Territories



(OPT). The main target group are the Palestinian refugees and the priority areas of intervention are: Support to the search of Peace, Water and Sanitation and Technical and Vocational Education and Training. This is being achieved though various investments in the following fields: municipal management, improvement of living conditions in refugee camps, support to housing for returning refugees, training for women, mortgage facility. In light of the situation in the OPT, the bilateral programme assists in creating jobs in the social sector and supports organizations that help youth victims of trauma in relation to the ongoing violence **Program Record Number:** IDA BFM 4265

#### Yemen

**Description:** This country benefits from the Canada Fund which is administered by the Canadian Embassy in Riyadh and is intended to finance small projects providing technical, economic, educational, cultural or social development assistance to the local communities. **Program Record Number:** IDA BFM 4269

#### Zambia

**Description:** Canadian assistance to Zambia focuses on support for environmental and natural resources management and basic human needs initiatives primarily in the areas of education and health, including HIV/AIDS training and education. Zambia is also a beneficiary of several regional projects in the energy, transportation, forestry, and water sectors. **Program Record Number:** IDA BFO 4278

#### Zimbabwe

**Description:** CIDA concentrates its interventions in Zimbabwe in the areas of HIV/AIDS, governance and the environment. Several regional projects have a focus in Zimbabwe, encompassing the transportation, energy, forestry, and water sectors as well as HIV/AIDS training and education. **Program Record Number:** IDA BFO 4277

### Asia Branch

#### Bangladesh

**Description:** CIDA's program in Bangladesh is focused strongly on poverty reduction. Priorities are basic human needs and governance with gender as a primary crosscutting theme. Basic human needs programming includes non-formal education, microfinance, skills development for the disadvantaged, a major multi-donor project in maternal health and food aid. Governance efforts are geared to improving systems of economic management and include projects to facilitate investment increase efficiency in infrastructure, water management and agricultural production. Gender programming is designed to mainstream gender issues into government

line ministries complemented by targeted programs to address specific issues. **Program Record Number:** IDA BSD 4122

#### Burma (Myanmar)

**Description:** CIDA suspended its regular assistance program in 1988. However, the humanitarian assistance program for refugees along the borders of Thailand, Bangladesh and India has remained active. **Program Record Number:** IDA BSD 4113

#### Cambodia

**Description:** Canada promotes sustainable development in Cambodia through initiatives designed to reduce poverty and to promote human security. The principal objectives of the Cambodia Program are to improve the Cambodian capacity to meet basic human needs and to promote good governance in Cambodia. Basic human needs programming includes the promotion of rural development, social development (particularly health and HIV/AIDS), mine action and landmine victim assistance, and post-conflict support. Governance programming aims to strengthen the rule of law and human rights, public administration, democratic practices and civil society. Support for a pilot soldier demobilization program is being provided through the Peacebuilding Fund. **Program Record Number:** IDA BSD 4108

#### China

**Description:** CIDA's development cooperation program with China focuses on three strategic policy objectives (a) economic reform and cooperation (by promoting China's efforts to develop a market economy and by establishing economic linkages and partnerships between Canada and China); (b) environmental sustainability (by promoting environmentally sustainable development in China and by enhancing China's capacity to manage the environment; and (c) human rights, good governance and democratic development (by increasing China's capacity to improve governance, respect for human rights and democratic development processes). In addition, the program is active in the area of poverty reduction and the involvement of women in development. **Program Record Number:** IDA BSD 4130

#### East Timor

**Description:** In June, 2000 the Minister announced the commencement of a substantial programme to help the citizens of East Timor to rebuild their lives. The programme is provided through bilateral, multilateral (International Humanitarian Assistance and Peacebuilding Fund) and partnership channels and is designed to strengthen the structures of governance, and to help



meet basic human needs such as food and access to water and proper sanitation. CIDA continues to work closely with the UN, World Bank, Asian Development Bank and East Timorese groups to implement our programme and ensure coordination of our efforts with those of other donors. **Program Record**

**Number:** IDA TP 0170

## India

**Description:** The bilateral Development Co-operation Program, now nearly fifty years old, forms one of the cornerstones of India-Canada relations. Canada's current development goals in India are to promote sustainable development and to contribute to the transition to a more mature economic and political relationship between India and Canada. CIDA's program priorities in India are: the support for economic and social reform; the environment; and private sector development. CIDA is assisting India to assess and develop economic and social policies in a variety of ways. For example, IDRC, UNDP and Indian National Council of Applied Economic Research are studying key issues arising from the liberalization program such as the impact of adjustment on the poor. Development International Desjardin is working with Indian NGOs and banking institutions on the "Banking with the Poor Project" to give the rural poor increased access to credit. Support to India's environmental development operates at three levels. At the village level, a treegrowers co-operative federation has reforested thousands of hectares benefiting thousands of marginal farmers. At the industrial level, CIDA is assisting the Confederation of Indian Industry to establish an Environmental Management Division to introduce improved environmental practices. At the institutional/policy level, CIDA is supporting partnership of the TATA Energy Research Institute and the International Institute of Sustainable Development of Winnipeg in the development of a national energy efficiency policy. Support to India's private sector development primarily involves activity in the telecommunications and energy sectors. **Program Record Number:** IDA BSI 4116

## Indonesia

**Description:** The goal of the bilateral program with Indonesia is to promote sustainable development and poverty reduction by enhancing the quality of governance and improving equity. Main objectives fall into four areas: improved governance that includes the participation of civil society; small and medium enterprise growth to create meaningful jobs for the poor; sustainable management of natural resources and the environment; and, better services and programs in CIDA social development priority sectors. Canada is also providing food assistance to vulnerable groups affected by the economic crisis as well as emergency assistance to the conflict affected populations. **Program Record Number:** IDA BSD 4127

## Laos PDR

**Description:** Canada promotes sustainable development in Lao PDR through initiatives designed to reduce poverty and to promote human security. Current basic human needs programming includes a project designed to improve food security by promoting integrated and participatory approaches to agriculture and sustainable natural resource management. The Canada Fund for Local Initiatives supports small community-based projects in Lao PDR. CIDA is also supporting unexploded ordnance removal activities, along with landmine awareness and education activities, through the Canada Landmines Fund. **Program Record Number:** IDA BSL 4109

## Malaysia

**Description:** Canada and Malaysia have gradually moved away from a traditional donor-recipient relationship to one based on mature political and economic cooperation in the pursuit of mutual interests. CIDA is gradually disengaging its program in Malaysia: the current objectives of the Program include fostering a long-term partnership between Canada and Malaysia, and helping Malaysia address key sustainable development issues. The Canada Fund for Local Initiatives finances small community-based projects in the country. **Program Record Number:** IDA BSD 4110

## Nepal

**Description:** Informed by Nepal's development needs, CIDA's co-operation program with Nepal primarily focuses on human resource development and the environment. The latter includes regionally appropriate water and energy resource management. The objective is to reinforce key national and local community-based institutions to participate in and improve the delivery of development programs. Current activity includes: The Community Based Economic Development Project (CBED); The Water and Energy Commission Secretariat (WECS) Institutional Development Project (WIDP); and the Community Groundwater Irrigation Project (CGIP). **Program Record Number:** IDA BSD 4117

## Pakistan

**Description:** CIDA's assistance program in Pakistan focuses on (a) social sector development through strengthening of civil society, empowerment of women, basic human needs, citizens' rights and responsibilities, health and community development; (b) environment and natural resource management, through support for the implementation of the National Conservation Strategy and measures to integrate environmental issues with economic planning; (c) energy development, through design and articulation of a regulatory framework for the oil and gas sector, the implementation of sustainable energy resource management policies and power generation works. CIDA is also implementing the communications aspect of Pakistan's Social Action

Program, a collaboration between the Government of Pakistan and the major development assistance donors that addresses basic human needs. CIDA has developed a new Country Program Framework for 2001-02 to 2005-06 which will emphasize governance and enhance the existing emphasis on social development and gender equality. **Program Record Number:** IDA BSD 4124

### Philippines

**Description:** CIDA's bilateral program with the Philippines focuses on the reduction of poverty through equitable, sustainable development. Three key areas have been identified as means to achieving this goal: promoting responsible governance, building private sector capacity, and strengthening social development. Gender and environmental activities are integrated into the planning and management of all projects. The majority of development projects are targeted to three of the country's poorest regions: Western Visayas, Southern Mindanao, and the Autonomous Region of Muslim Mindanao. **Program Record Number:** IDA BSD 4128

### Southeast Asia Regional Program

**Description:** The Southeast Asia Regional Program promotes the goal of sustainable development in order to reduce poverty in Southeast Asia. The Regional Program focuses on three priorities: environment; governance, security and the rule of law; and integration in the global economy; and maintains a strong focus on gender equality. The Program attempts to achieve its goal by identifying opportunities where regional institutions and organizations have the capacity or potential to become agents of positive change in the region within key areas of programming interest. **Program Record Number:** IDA BSD 4105

### South Asia Regional Program

**Description:** The objective of CIDA's South Asia Regional Program is to expand regional cooperation in five priority areas: Poverty Reduction, Environment, Economic Integration, Peace & Stability and Human Development. The focus of the program is to foster sustainable linkages between Canada and South Asia which promote dialogue between partners, support the development of regional networks and contribute to building awareness about regional issues both in Canada and in South Asia. To date, the South Asia Regional Program has supported projects in the area of health, gender equity and regional economic integration. **Program Record Number:** IDA BSD 4121

### South Pacific

**Description:** Canada's development cooperation programme in the South Pacific is directed towards the strengthening of key regional organizations in the effective management and protection of the region's marine resources. Emphasis is placed on human

resource development involving training and technical assistance in the key area of fisheries. CIDA also provides technical support for the institutional strengthening of Pacific NGOs in cooperation with UNDP. In addition, assistance is channelled to small-scale projects through the Canada Fund for Local Initiatives. Support is also given to Canadian non-governmental organizations and institutions as well as the private sector. **Program Record Number:** IDA BSD 4129

### Sri Lanka

**Description:** The objective of the Sri Lanka program is to address the political, social and economic causes of the current conflict, through: (a) support for key institutions engaged in improving economic reform policies, and promoting human rights and democratic values; (b) strengthening of the community-level institutions promoting economic activity, employment creation and provision of basic social services among those whose unfulfilled aspirations have fuelled the conflict; and (c) as circumstances permit, to assist in reconstruction and rehabilitation. In light of the present conflict, assistance to Sri Lanka is provided through multilateral organizations or channelled via non-governmental organizations. Current projects involve activity in the areas of Good Governance and Institutional Strengthening, Rehabilitation through Training, and enhancement of food security in the conflict area. **Program Record Number:** IDA BSD 4118

### Thailand

**Description:** Canada and Thailand have gradually moved away from a traditional donor-recipient relationship to one based on mature political and economic cooperation in the pursuit of mutual interests. The principal objectives of the Thailand Program are to foster a long-term partnership between Canada and Thailand, and the region, and to help Thailand address key sustainable development issues. As such, CIDA provides technical assistance for sustainable development in Thailand by increasing Thai access to Canadian expertise, technology, and education and training. **Program Record Number:** IDA BSD 4111

### Vietnam

**Description:** The goals of Canadian development assistance to Vietnam are to promote sustainable development and to strengthen mutually beneficial and long-term relations between Vietnam and Canada. The objectives of the Vietnam Program are to promote improved governance, poverty reduction and private sector development. Governance programming includes support for institutional capacity development in policy planning and implementation, environment, economic reform and environmental management, financial and market reform, and inland waterways administration. Poverty reduction programming enables



the rural poor to secure sustainable livelihoods and to meet basic human needs, through the promotion of essential small-scale infrastructure and services in poor districts, improved managerial and technical capacity of key institutions and organizations, microenterprise development and rural financial services. Private sector development programming focuses on developing the skills of entrepreneurs and helping to create an enabling environment for private sector development. Record Number: IDA BSD 4112

## Americas Branch

### Bolivia

**Description:** Canada's bilateral assistance to Bolivia is the second largest program in South America. The main focus of the program is poverty reduction through addressing basic human needs, principally in the health and water sectors. A counterpart fund generated by the sale of Canadian oil and gas and telecommunications equipment plays an important role, alongside regular CIDA projects, in poverty reduction efforts. Improved governance is also an important focus of the program. This is addressed through support for some of the key policy reforms of the Government of Bolivia, including strengthening local government, improved regulation of the hydrocarbon and mining sectors (including environmental management), and enhancing the role of the National Ombudsman. **Program Record Number:** IDA BMS 4416

### Brazil

**Description:** The goal of CIDA's bilateral program is to promote equity by supporting trends toward public sector reform and broader participation in public decision-making. The program is based on the concept of "transfer of technology", where "technology" refers to Canadian know-how: expertise or experience, policy or regulatory approaches, and institutional, organizational, participatory, or managerial models. The program is predicated on (1) responding to Brazilian developmental needs and priorities, (2) providing access to relevant Canadian know-how, and (3) supporting partnerships between Canadian and Brazilian institutions. **Program Record Number:** IDA BMS 4418

### Caribbean Region

**Description:** Canada's bilateral assistance to the Caribbean Region involves regional projects such as the Caribbean Regional Oceans and Fisheries Program, the Caribbean Regional Human Resource Development Program for Economic Competitiveness, the Caribbean Gender Equity Fund, the Caribbean HIV/AIDS Project, and the Caribbean Regional Institutional Strengthening Project. **Program Record Number:** IDA BMB 4434

### Central America Region

**Description:** Canada's bilateral assistance to the Central American region consists of: the Regional Electrical Energy Project, which supports reforms to improve efficiency, private sector participation and equity in the electrical/energy sector; the Trade Readiness Technical Assistance Project which builds the capacity of countries in the region to address the challenges of participating in the international economy and reap the optimal benefit of such participation; and the Gender Equality Fund which promotes the full participation of women in the development processes of their societies. In the upcoming year, CIDA will also be funding a regional project to increase and secure the supply of auxiliary and technical nurses in underserved regions, many of whom will be recruited from the same underserved communities. Program Record Number: IDA BML 4403

### Colombia

**Description:** The objectives of CIDA's bilateral program are to promote equity by improving access to justice and respect for human rights; to support governance through assistance to economic reform and to regulatory reforms in telecommunications, mining and oil and gas; and to contribute to sustainable development, particularly in the area of environmental management. **Program Record Number:** IDA BMS 4420

### Costa Rica

**Description:** CIDA's objectives are to assist the country in its economic modernization efforts in an environmentally sound manner in order to increase its competitiveness and to therefore support sustainable development. The only bilateral project supports the modernization of the country's productive sector. Costa Rica also benefits from: the regional energy project which supports reforms to improve efficiency, private sector participation and equity in the electrical/energy sector; the regional trade readiness technical assistance program which builds the capacity of countries in the region to address the challenges of participating in the international economy and reap the optimal benefit of such participation; the Gender Fund; and the Canada Fund for Local Initiatives. **Program Record Number:** IDA BML 4405

### Cuba

**Description:** CIDA has a bilateral program in Cuba to provide assistance to the ongoing economic reform process, provide assistance in Health and Education and engage in governance and democratic development issues. **Program Record Number:** IDA BML 4405



### Eastern Caribbean (Leeward and Windward Islands)

**Description:** The following Eastern Caribbean island states or territories comprise this program unit: Anguilla, Antigua/Barbuda, British Virgin Islands, Dominica, Grenada, Montserrat, St. Kitts/Nevis, St. Lucia and St. Vincent and the Grenadines. CIDA's program focuses on education/human resources development and strengthening, private sector development, legal and judicial reform, financial management, trade policy HRD for competitiveness and environmental management. Major projects include the: Eastern Caribbean Economic Management Project; Eastern Caribbean Education Reform Project; Environment Capacity Development Project with the Organization of Eastern Caribbean States; and a Trade Policy Project. A judicial and legal reform project is about to be launched. **Program Record Number:** IDA BMB 4428

### Ecuador

**Description:** The main focus of Canada's bilateral assistance to Ecuador is poverty reduction. A counterpart fund (the Ecuador-Canada Development Fund), generated by the sale of Canadian food commodities and telecommunications equipment, provides financing to poor and marginalized communities for income-generating activities, sustainable development of natural resources, and the promotion of women, indigenous peoples, and children. In addition, CIDA recently approved a project in support of Ecuador's Tuberculosis Control Program. **Program Record Number:** IDA BMS 4421

### El Salvador

**Description:** The bilateral program in El Salvador currently involves: promoting human rights, democratic development and governance; developing a strong civil society; improving the productive and earning capacity of the poor, mainly through support to agricultural production; and improving the sustainable management of natural resources. The Canada Fund for Local Initiatives provides support to small-scale projects, such as HIV/AIDS prevention and community development. New programming in social sectors, such as health, is being planned. El Salvador also benefits from the regional energy project which supports reforms to improve efficiency, private sector participation, and equity in the electrical/energy sector. Following the January-February 2001 earthquake disasters, CIDA provided \$4.3 million for emergency and humanitarian assistance, and long term reconstruction and rehabilitation, focussing on housing, social infrastructure, health, and economic reactivation. **Program Record Number:** IDA BML 4406

### Guatemala

**Description:** CIDA's objectives are to support poverty reduction, basic human needs, democratic development, human rights and governance. Poverty reduction focuses on the most disadvantaged groups, especially the indigenous population and women in the rural regions. Other projects include: a Local Development Project to strengthen agricultural and forestry co-operatives and producers' associations; a Democratic Development Fund to support greater respect for human rights and democratic practices, as well as the peacebuilding process; a Socio-economic Reactivation project to improve the socio-economic conditions of the population in the hardest hit ex-conflict zones; a Curriculum Reform Initiative to improve the access of indigenous children to educational services; as well as a Reproductive health advocacy and services project. Guatemala also benefits from a regional energy project. **Program Record Number:** IDA BML 4407

### Guyana

**Description:** CIDA's program focuses on strengthening governance in public and private sector management and poverty reduction through private sector development and support to strengthening civil society. Major projects now in implementation include the: Economic Management program; Building Community Capacity Project; Business Advisory Project; Capacity Development in Environmental Management Project; and the Basic Education Teacher Training Project. **Program Record Number:** IDA BMB 4438

### Haiti

**Description:** The main objective of the bilateral program is to help poverty reduction. The program provides support to basic human needs, such as education and health; Programming in economic development includes savings and loans cooperatives, as well as support to Haiti Electricity Society. The program also provides supports to governance, human rights and democratic development. **Program Record Number:** IDA BMH 4452

### Honduras

**Description:** The principal objectives of the current CIDA program in Honduras are: sustainable management of natural resources, poverty reduction, provision of basic human needs, mainly water. As part of our support to the reconstruction of Honduras following Hurricane Mitch, CIDA continues to work in the rehabilitation of water and sanitation systems emphasizing health and hygiene education, to support to local government in the prevention of disease and medical treatment and to support agricultural production. A regional project will assist in the

implementation of reforms already under way to lead to improved efficiency and equity in the electrical sector.

**Program Record Number:** IDA BML 4408

### Jamaica

**Description:** The main objectives of the program are environmental management, governance and the development of civil society. Capacity development projects with the Forestry Department and the National Environmental Agency support environmental management objectives, while a fund for small initiatives supports environmental activities at the community level. Projects in the governance sector support the strengthening of civil society organizations, the local government reform process, conflict management through strengthening legal institutions and community level interventions. **Program Record Number:** IDA BMB 4439

### Nicaragua

**Description:** Canada's bilateral program is focused on supporting the reactivation and transformation of the zones affected by Hurricane Mitch, developing water and energy infrastructure, and providing socio-economic assistance to the poorest people. CIDA is also in the process of programming support for indigenous cooperation, targeting poor regions along the Atlantic coast. **Program Record Number:** IDA BML 4410

### Panama

**Description:** Although receiving bilateral assistance through only the Canada Fund for Local Initiatives, Panama receives some support through regional programming and the Climate Change Development Fund. **Program Record Number:** IDA BMP 4411

### Peru

**Description:** Canada's development assistance program to Peru is the largest in South America. It has three main priorities. The first is poverty reduction. A counterpart fund (The Peru-Canada Fund), generated by the sale of Canadian food commodities, mining and telecommunications equipment, supports income-generating projects in poor and marginalized communities. Other CIDA projects support smallholder agricultural co-operatives, micro-credit through co-operative credit unions, and water and sanitation services for peri-urban and rural communities. The second priority of the bilateral program is environmentally sustainable growth. In this area, CIDA provides technical assistance for improved environmental management in natural resources sectors, principally mining and hydrocarbons. The third programme priority in Peru is improved governance and democratization. This includes strengthening municipal governments, public sector reform, economic policy research and support to the National Ombudsman. **Program Record Number:** IDA BMS 4424

### Southern Cone

**Description:** Although CIDA does not have a specific bilateral program with the four countries of the Southern Cone (Argentina, Chile, Paraguay, and Uruguay), the region receives support under CIDA's regional programming for South America primarily through the Canada-Southern Cone Technology Transfer Fund. This five-year, \$18 million Fund is based on the concept of "transfer of technology", where "technology" refers to Canadian know-how: expertise or experience, policy or regulatory approaches, and institutional, organizational, participatory, or managerial models. The program is predicated on: (1) responding to Southern Cone developmental needs and priorities, (2) providing access to relevant Canadian know-how, and (3) supporting partnerships between Canadian and Southern Cone institutions. **Program Record Number:** IDA BCC 2204

### Central and Eastern Europe

**Description:** Information on bilateral technical cooperation program, regional cooperation programs, humanitarian assistance program, multilateral program, Peace and Democracy program, Information on Project Review Committee; global and country budget allocations; information material for the public; evaluation reports on the program, documents to central agencies. **Topics:** contracts, organizational charts, statistics, reports, budget, minutes, guidelines, terms and conditions, government and departmental Policy and plans; country programs; project proposals; project approval documents, contribution agreements, regulations. **Program Record Number:** IDA RVP 3100

## Multilateral Programs Branch

### African Development Bank and Fund

**Description:** Information on the African Development Bank Group, which consists of the African Development Bank (AfDB) the African Development Fund (AfD) (its main concessional window, and the Nigerian Trust Fund (NTF). The Bank Group is the major regional financial aid institution in Africa, representing an important source of development finance, especially for the poorest developing member countries. It acts as a unique mechanism for policy dialogue, technical support and institutional development, and has a special capacity for playing an important role in the coordination and coherence of development efforts in the Continent. **Topics:** Administration; budget; Board of Directors; Canadian line of credit; Canadian technical assistance; recruitment of Canadian personnel; evaluation; financial statements; payments and encashments; loans; operations; pipelines; general policies; financial policies; procurement; establishment and organization; Canadian accession; Board of Governors; constituency; replenishment of resources and other related topics. **Program Record Number:** IDA MVP 5406



### Asian Development Bank and Fund

**Description:** Information on the Asian Development Bank (ASDB), which together with its concessional Asian Development Fund (ASDF), is the major regional financial institution serving the countries of Asia and the South Pacific, in particular the poorest countries of the region where a large part of the world's population lives.

**Topics:** Administration; finance; ordinary capital operations; concessional funds operations; technical assistance. **Program Record Number:** IDA MVP 5419

### Canadian and International NGOs and United Nations Institutions Specialized in Humanitarian Assistance

**Description:** Information on operations and Canada's funding of organizations and institutions responsible for providing assistance to victims of natural and man-made disasters, including refugees. **Topics:** United Nations High Commissioner for Refugees; UN Relief and Works Agency for Palestinians in the Near East; UN Office for the Coordination of Humanitarian Affairs; International Committee of the Red Cross; International Federation of the Red Cross and Red Crescent Societies; NGOs and umbrella organizations. **Program Record Number:** IDA MVP 5501

### Canadian Food Aid Policy and Programs

**Description:** Information on the policy of CIDA and of other government departments related to Canadian food aid. **Topics:** Budget; distribution channels; procurement; Multi-Year Operational Plan (MYOP); main estimates; CIDA food aid policy. **Program Record Number:** IDA MVP 5110

### Caribbean Development Bank and Fund

**Description:** Information on the Caribbean Development Bank (CDB), which together with its concessional Special Development Fund, is a major financial development institution serving the Caribbean. **Topics:** Administration; finance, ordinary capital operations; Special Fund operations; Caribbean region in general; Caribbean Division. **Program Record Number:** IDA MVP 5420

### Committees

**Description:** Information on Canadian participation in international committees for the pursuit of Canadian foreign policy. **Topics:** Federal interdepartmental committees; federal-provincial committees; international committees; UN committees. **Program Record Number:** IDA MVP 5102

### Commonwealth Countries

**Description:** Information on Canada's funding and administration of Commonwealth programs as well as participation in meetings of heads of government, Commonwealth finance ministers, the board of

representatives of the Commonwealth Fund for Technical Cooperation and the board of directors for the Commonwealth of Learning. **Topics:** Commonwealth countries; Commonwealth Secretariat. **Program Record Number:** IDA MVP 5506

### Conferences

**Description:** Information on annual and special-purpose international meetings in which Canada participated. **Program Record Number:** IDA MVP 5102

### Consultative Group on International Agricultural Research (CGIAR)

**Description:** Information on meetings concerning policy and overall financial support for the international agricultural research centres supported by the CGIAR. **Topics:** Annual International Centres Week, technical meetings and reports; economic and social development; farm cropping systems; agricultural research. **Program Record Number:** IDA MVP 5110

### Countries Receiving Food Aid

**Description:** Information on countries receiving Canadian bilateral food aid. **Topics:** Angola; Bangladesh; Ecuador; Egypt; Ethiopia; Ghana; Haiti; India; Mali; Mozambique; Pakistan; Rwanda; Peru; Sudan; Zaire. A complete list is available on request. **Program Record Number:** IDA MVP 5110

## ◆ Peacebuilding

### Disaster Preparedness and Prevention

**Description:** Information on projects funded by Canada and aimed at providing support to war affected countries so as to help them to better manage conflicts. **Topics:** Country and project files, conflict thematic files. **Program Record Number:** IDA MVP 5302

### Disaster Relief

**Description:** Information on the type of response provided by Canada in cases of natural and human caused disasters. **Topics:** Countries affected; population affected; type of disaster; projects funded; costs. **Program Record Number:** IDA MVP 5301

### Food Aid Commodities Basket

**Description:** Information on food aid commodities supplied by Canada within its Food Aid Program. **Topics:** Commodities: fish; skim milk powder; vegetable oil; wheat; wheat flour; beans; peas; lentils; corn. **Program Record Number:** IDA MVP 5110

### Global Environment Facility

**Description:** Information on the GEF, which is the principal financial mechanism for the Climate Change and Biodiversity Conventions. The GEF finances the



incremental costs of activities in the areas of climate change, biodiversity protection and the pollution of international waters. **Topics:** GEF Council and overall performance study, Participants Assembly deliberations, replenishment, operations. **Program Record Number:** IDA MVP 5401

#### **Inter-American Development Bank**

**Description:** Information on the Inter-American Development Bank (IDB), and its concessional arm, the Fund for Special Operations (FSO). The IDB is the largest financial aid institution in Latin America and Caribbean region. The Bank represents an important source of development finance for its member countries, particularly its poorer members, and acts as a unique mechanism for policy dialogue, technical support and institutional development, and has a special capacity for playing a coordinating role in the overall development effort on the region. **Topics:** Administration; Americas; finance; operations of eighth General Resource Increase (1990-1993); Fund for Special Operations; regional institutions; other funds. **Program Record Number:** IDA MVP 5421

#### **International Fund for Agricultural Development (IFAD)**

**Description:** IFAD was established in 1977 to fund programs and projects to increase food production, reduce undernourishment and alleviate rural poverty in developing countries. **Topics:** IFAD constitution and organization; analysis of needs of developing countries; operations; finance; geographic and social programs; reporting documentation; annual meeting. **Program Record Number:** IDA MVP 5413

#### **International Grain Council (IGC)**

**Description:** Information on Canadian participation in IGC. **Topics:** Food Aid Convention. **Program Record Number:** IDA MVP 5111

#### **International Monetary Fund (IMF)**

**Description:** The IMF oversees the international monetary system and promotes international monetary co-operation and orderly exchange rate relations among member countries. It also provides short- to medium-term financial support to members facing balance of payments difficulties; drawing its financial resources primarily from the quota subscriptions of its members. CThe IMF plays a crucial role in supporting macroeconomic stability – as a key tool for poverty reduction – in the poorest countries and integrating its efforts with those of the World Bank in working with countries to reduce poverty. **Program Record Number:** IDA MVP 5404

#### **Multilateral Fund for the Implementation of the Montreal Protocol (MFMP)**

**Description:** Information on the MFMP, which is the financial mechanism for the implementation of the Montreal Protocol on Substances that deplete the Ozone Layer. The MFMP finances specific and identifiable needs of developing countries that comply with the Montreal Protocol. This work has a finite time frame (the year 2010) and an attainable, measurable goal (elimination of the production and consumption of ozone depleting substances (ODS) in developing countries). **Topics:** Fund replenishment, negotiations, Meetings of the Parties and MFMP Executive Committee **Program Record Number:** IDA MVP 5412

#### **Other International Food and Agricultural Organizations**

**Description:** Information on international organizations with an interest in food aid. **Topics:** World Food Program (WFP) Food and Agriculture Organization (FAO); International Food Policy Research Institute (IFPRI); Organization for Economic Co-operation and Development (OECD). **Program Record Number:** IDA MVP 5110

#### **Private Investments and Incentives**

**Description:** Information on Canada's participation in international meetings aimed at developing incentives for industry and labour to invest in developing countries. **Topics:** Canadian and international companies and corporations. **Program Record Number:** IDA MVP 5401

#### **Producer Groups – Food and Commodities**

**Description:** Information on producer groups supplying commodities to Canada's Food Aid Program. **Topics:** Canadian Dairy Commission; Canadian National Millers' Association; Canadian Wheat Board; Canola Crushers of Western Canada; Association of Bean Growers; Canadian Association of Fish Exporters; Ontario Wheat Producers. **Program Record Number:** IDA MVP 5110

#### **United Nations and International Agencies**

**Description:** Information on Canada's funding and administration of the development programs of the United Nations. **Program Record Number:** IDA MVP 5501

#### **World Bank Group**

**Description:** Information on the World Bank, which is seen by many as one of the leading international development institutions, given the size and scope of its programs. The Bank acts as a forum for the discussion of key development policy issues and implements innovative assistance projects and programs in sectors such as rural development and agriculture, and water

supply and sanitation. **Topics:** Information on the constitution and organization of the International Bank for Reconstruction and Development (IBRD); analysis of the needs of less-developed countries; operations, finances; IBRD-IDA (International Development Association) geographic programs; sectors; reporting documentation; annual meetings; IDA; International Finance Corporation (IFC); Multilateral Investment Guarantee Agency (MIGA). **Program Record Number:** IDA MVP 5416

### World Food Program (WFP)

**Description:** Information on the policies and programs of the WFP and Canada's participation. **Topics:** Documents related to sessions of the WFP governing body and Canadian pledges to the WFP. **Program Record Number:** IDA MVP 5110

## Canadian Partnership Branch

### Canadian Sector

**Description:** Information on Canadian private sector organizations, participating in the Industrial Cooperation Program. **Program Record Number:** IDA SVP 6201

### Cooperant Services

**Description:** Administration standards, data bank. **Topics:** Co-operant selection and support, roster of experts. **Program Record Number:** IDA GMD 6100

### Developing Countries

**Description:** Information on countries served by the Industrial Co-operation Program. **Program Record Number:** IDA SVP 6201

### Institutional Co-operation

**Description:** Information on organizations seeking financial support from the Division. **Topics:** Associations, clubs, institutes, societies, colleges, universities, co-operatives, labour organizations, training hospitals – organization structure, mandate, financial situation; contacts and correspondence with developing countries; subsidized projects – organization, type of assistance, grant amount. **Program Record Number:** IDA SVP 6101

### International Non-Governmental Organizations (INGOs)

**Description:** Information and correspondence on INGOs, projects, CIDA grants, and political conditions within developing countries or regions where the projects are located. **Program Record Number:** IDA SVP 6115

### International Organizations

**Description:** Information on international financing institutions, aid agencies and regional institutions. **Program Record Number:** IDA SVP 6115

### Non-governmental Organizations (NGOs)

**Description:** Information on non-governmental organizations dealing with CIDA's NGO Division and seeking CIDA financial assistance for their development programs and projects in developing countries. **Topics:** Organizational structure and mandate; financial situations; board members; constituency for each NGO. **Program Record Number:** IDA SVP 6109

### Professional Associations Program

**Description:** Information on all projects for which a CIDA contribution has been approved. **Topics:** Non-governmental organizations, description of project, budget and requested CIDA contribution; organizational files on organizations. **Program Record Number:** IDA SVP 6106

### Student and Trainee Services

**Description:** Project implementation, standards. **Topics:** Scholarships, awards, support services. **Program Record Number:** IDA SVP 6102

### Urban Development

**Description:** Corporate level policy, guidelines and strategies, studies and advice. **Topics:** Urban & municipal governance, environmental management, urban poverty, regional land-use planning, community management and development, shelter issues. **Program Record Number:** IDA YDA 1008

## Human Resources and Corporate Services Branch

### Contracting Management Division

**Description:** Files arranged by name of firms/individuals engaged under service contracts (including standing offer requisitions); selection files arranged by selection number; contribution agreements; intergovernmental arrangements and agreements between CIDA and other departments and agencies (such as Consulting and Audit Canada); Electronic Contracting Policy Handbook – Policies and procedures relating to procurement of goods; models from the Contract Preparation System; contract clauses and standard terms and conditions; policy interpretations and decisions; minutes of Contract Management Council meetings; Open Bidding System; fee analyses, Contract Reporting System (regular and ad hoc reports); services, standing offers (requisitions), contribution agreements, goods, food aid, intergovernmental arrangements and agreements with other departments and agencies, and so on; files classified by Branch reference subject (series



C1000 to C8500 files); files classified by Contracting Management Division activity (series C5100 to C5199 files); dissemination of information and publications, presentations and training, organizational liaison; complaints, investigations and disputes, logistic and transportation services (policies, operations, analyses), and C8000 to C8299: Technical Assistance (policies, recruitment). **Program Record Number:** IDA PPU 0150

## Personal Information Banks

### Canadian Partnership Branch

#### CIDA award applicants and recipients

**Description:** This bank contains the files of Canadians who have applied for or received an award under the CIDA Awards for Canadians program. The files contain personal information, professional references, the proposed program of studies and career plans. The files may be consulted by the persons in question. The information concerns Canadians who have applied for or received an award under the CIDA Awards for Canadians program. The bank allows the selection of applicants for awards and the administration of awards granted. Class of persons: Canadians who have applied for or received an award. **Purpose:** To keep the files of Canadians who have applied for or received a CIDA award. **Retention and Disposal Standards:** The files are kept by CBIE (Canadian Bureau for International Education) for two years after applications for awards are reviewed and for five years after awards are granted. **TBS Registration:** 003418 **Bank Number:** ADI PPU 015

### Human Resources and Corporate Services Branch

#### Accounts Payable and Receivable

**Description:** Accounting data on commitments, payments and receivables are available from the information system maintained by the Agency. The purpose of this data bank is to monitor and control all payments as well as accounts receivable. **Class of Individuals:** Employees, suppliers, companies, consultants, etc. **Purpose:** Information needed to initiate and control payments and monitor accounts receivable. **Retention and Disposal Standards:** Payment files are kept for six years and the data from the Agency Information System is available since its creation. **TBS Registration:** 003422 **Bank Number:** IDA PPU 020

### The Human Resources Inventory of Persons Serving or Prepared to Serve Overseas as Cooperant

**Description:** The inventory consists of personal data, academic qualifications and experience. This data bank is used as a current inventory of individuals with appropriate skills wishing to participate in CIDA projects, as well as those presently on assignment overseas with CIDA. The information is used to maintain and to build a computer inventory enabling CIDA to respond to needs of developing countries. The inventory is also used to identify suitable candidates who have expressed a desire to serve with international development organizations. The completed form and the files are kept for ten years and after last correspondence the computer inventory is kept for two years. **Class of Individuals:** Cooperants. **Purpose:** Data bank used as a current inventory to respond to needs of developing countries. **Retention and Disposal Standards:** The completed form is kept on the file and the files are kept for ten years and the inscriptions in the computer inventory are updated on request. **TBS Registration:** 003421 **Bank Number:** IDA PPU 005

## Manuals

Most of CIDA Manuals and Policies are now available on CIDA's Web site: [www.acdi-cida.ca](http://www.acdi-cida.ca)

- Terms and Conditions for International Development Assistance
- Directives for Branches and Divisions (describes the operational procedures of sections)
- Geographic Programs Road Map
- Contracting Policy Handbook
- Procurement Handbook for Goods and Related Services
- Guidelines on Logistics and Transportation
- Memoranda to Cabinet: A Drafter's Guide
- Orders-in-Council for Crown Corporations
- Reports by Development Banks (World Bank, Inter-American Development Bank, African Development Bank, etc.)
- Reports by the Development Assistance Committee (DAC)
- Standards for Bilateral Project Evaluations
- Overseas Personnel Management: Handbook for Executing Agencies
- CIDA's Sustainable Development Strategy 2001-2003: An Agenda for Change \*
- Cultural Dimensions of Sustainable Development: CIDA's Orientations and Initiatives (1998)



- CIDA's Poverty Reduction Policy (1996) \*
- CIDA's Policy on Meeting Basic Human Needs (1997) \*
- CIDA's Social Development Priorities
- Strategy for Health (1996) \*
- Statement on Population and Sustainable Development (1994) \*
- Development Approach to Landmine-Affected Countries (1997)
- Food Aid Strategy (1999)
- CIDA's Draft Action Plan on Basic Education: For Consultation \*
- Canada's Action Plan for Food Security: A Response to the World Food Summit (1998) \*
- An Urbanizing World: CIDA's Statement on Sustainable Cities (1998) \*
- BHN: A Participatory Approach for Strategic Planning (1998)
- CIDA's Policy on Gender Equality (March 1999) \*
- Promoting Equality Through Social Development \*
- Guide to Gender-sensitive Indicators (1996)
- A Project Level Handbook – The Why and How of Gender-sensitive Indicators (1997) \*
- Gender Equality and Peacebuilding: An Operational Framework \*
- How to Perform Evaluations: Gender Equality (2001)
- Questions About: Culture, Gender Equality and Development Cooperation (2001)
- Infrastructure Services Draft Policy Paper \*
- Government of Canada Policy for CIDA on Human Rights, Democratization and Good Governance (1995)
- CIDA's Action Plan on Child Protection \*
- Meaningful Youth Participation in International Conferences: A Case Study of the International Conference on War-Affected Children
- The Design and Use of Capacity Development Indicators (1997)
- Policy for Private Sector Development in Developing Countries (Draft 1999) \*
- Microfinance and Microenterprise Development \*
- CIDA's Policy for Environmental Sustainability (1992) \*
- CIDA's Strategy for Ocean Management and Development (1998) \*
- Environmental Assessment at CIDA (1995) \*
- User Guide on the Canadian Environmental Assessment Act: The Public Registry (1998) \*
- Handbook on Environmental Assessment of NGO/NGI Programs & Projects by CPB (1997)
- Handbook on the integration of environmental considerations for proposals submitted to INC (2000)
- Manual on the CEAA: The Canada Fund and Mission-Administered Funds (1996) \*
- Forestry Guidelines – Sustaining the Forest (1988) \*
- Integrating indigenous knowledge in project planning and implementation (2000)
- Public Participation in Environmental Assessments in Developing Countries: Index of Useful Resources (1999)

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Public Inquiries  
Communications Branch  
Canadian International Development Agency  
Place du Centre, 200 Promenade du Portage  
Hull, Quebec

(Mail: Ottawa, Ontario K1A 0G4)

Tel.: (819) 997-5006

## Reading Room

In accordance with the Access to Information Act, representatives from the Access to Information Unit may arrange for a reading room for requesters who may wish to examine records on CIDA premises. Arrangements will be done keeping in mind all physical security measures in place. Requesters may contact an advisor at (819) 997-0846.\*

\* Can be found on CIDA's Website

# Canadian International Trade Tribunal

## Chapter 35

### General Information

#### Background

Bill C-110, which established the Canadian International Trade Tribunal (CITT) and dissolved the Canadian Import Tribunal, the Tariff Board and the Textile and Clothing Board, received Royal Assent on September 13, 1988. Sections of the Canadian International Trade Tribunal Act establishing the corporate structure of the CITT were proclaimed on September 15, 1988. Sections of the Act giving the CITT operational responsibilities and dissolving the Canadian Import Tribunal, the Tariff Board and the Textile and Clothing Board came into force on December 31, 1988. Pursuant to the NAFTA Implementation Act, on January 1, 1994, the Tribunal became Canada's bid challenge authority in respect of federal government procurement as contemplated under Article 1017 of NAFTA. The Tribunal succeeds the Procurement Review Board of Canada in this capacity. The Tribunal also acts as the bid challenge authority under the Agreement on Internal Trade (AIT) and the World Trade Organization Agreement on Government Procurement (WTO).

#### Responsibilities

The CITT is a quasi-judicial tribunal responsible for conducting dumping and countervailing injury inquiries, making inquiries and carrying out recommendations as directed and considering import safeguard complaints by domestic producers. It is empowered to deal with appeals from decisions of the Minister of National Revenue or the Commissioner of the Canada Customs and Revenue Agency involving mainly customs and excise matters. The Tribunal receives and decides complaints from Canadian, American and Mexican suppliers who believe that the procurement process conducted by the Canadian Federal Government was not carried out in accordance with NAFTA, as well as complaints under the AIT and the WTO. The Tribunal also conducts investigations into requests from Canadian producers for tariff relief on imported textile inputs used in their production operations.

#### Legislation

- Canadian International Trade Tribunal Act, 1988
- Customs Act (R.S.C., 1985, C-54)
- Excise Tax Act (R.S.C., 1985, C-E14)
- Special Import Measures Act (R.S.C., 1985, C-515)

### Organization

The Tribunal consists of a Chairperson, two vice-chairpersons, and not more than six other permanent members to be appointed by the Governor in Council. The Governor in Council may also appoint up to five temporary members, as required. The Tribunal is supported by the Research Branch, the Legal Services Branch and the Secretariat.

### Information Holdings

#### Program Records

##### Administration Files

**Description:** General subjects and information relating to the administrative responsibilities of the Canadian International Trade Tribunal. **Topics:** Administration; buildings and properties; equipment and supplies; finance and personnel. **Program Record Number:** CTT CTT 005

##### General Counsel Files

**Description:** Information relating to legal advice, interpretation, research and assistance on the legislation or regulations, legal precedents and international agreements relevant to the responsibilities of the Tribunal. **Topics:** Rules and regulations; legal advice and opinions; legal precedents; agreements and acts and legislation. **Program Record Number:** CTT CTT 020

##### International Trade Research Files

**Description:** Information relating to the design, management, direction, implementation and timeliness of research and investigations undertaken in connection with Tribunal responsibilities. **Topics:** Statistical research; statistical database design and systems; economic research, economic models and project management. **Program Record Number:** CTT CTT 015

##### Operational Files

**Description:** General subjects and information relating to the operational responsibilities of the Canadian International Trade Tribunal, including specific economic, trade, and tariff studies and hearings, hearings on appeals and investigations of procurement complaints. **Topics:** References under the Canadian International Trade Tribunal Act by the Governor in Council on any economic, trade or commercial matter,

including injury to Canadian producers of goods and services, or by the Minister of Finance on any tariff-related matter; serious injury complaints by Canadian goods producers under the Canadian International Trade Tribunal Act; appeals of decisions by the government — in particular the Minister of National Revenue or the Commissioner of the Canada Customs and Revenue Agency — under the Customs Act, the Excise Tax Act and the Special Import Measures Act; and in response to other acts of Parliament or related regulations including references, anti-dumping and countervailing injury inquiries, public interest inquiries, interim or expiry reviews and importer rulings of anti-dumping and countervailing duty cases under the Special Import Measures Act. **Program Record Number:** CTT CTT 010

#### Procurement Review Division Files

**Description:** Documentation on investigations of procurement complaints. **Topics:** These documents include complaint documents, submissions, evidence and exhibits provided by the parties and interveners. **Program Record Number:** PRB CTT 011

## Personal Information Banks

#### Personal Services Contracts

**Description:** This bank contains a copy of each personal services contract, amendments and relevant correspondence. It may include personal resumes. **Class of Individuals:** Persons employed by the Tribunal under a personal services contract. **Purpose:** The purpose of this bank is to maintain a record of personal services contracts. **Consistent Uses:** This bank is also used to back up financial records and invoices. **Retention and Disposal Standards:** The records are retained for six years after comprehensive audit and then destroyed. **TBS Registration:** 002553 **Bank Number:** CTT PPU 010

#### Temporary Help Agencies

**Description:** This bank contains a list of calls made for temporary help services. It includes the names of the agencies contacted, the name of the person referred, the hourly salary charged by the agency, the approximate duration of employment, the name of a contact person at the agency and a description of the selection criteria. It also includes correspondence concerning individual terms of employment of a duration greater than eight weeks. **Class of Individuals:** Personnel referred by the agencies.

**Purpose:** The purpose of this bank is to maintain a record of temporary help personnel. **Consistent Uses:** This bank is also used to back up financial records and invoices. **Retention and Disposal Standards:** The records are retained for one year after comprehensive audit and then destroyed. **TBS Registration:** 002552 **Bank Number:** CTT PPU 005

## Manuals

- Procurement Review Process – A Descriptive Guide
- Textile Reference Guide

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Tribunal and its functions may be directed to:

The Secretary  
Canadian International Trade Tribunal  
333 Laurier Avenue West  
Ottawa, Ontario  
K1A 0G7

Tel.: (613) 993-3595

## Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

Standard Life Building  
333 Laurier Avenue West  
Ottawa, Ontario



# Canadian Museum of Civilization

## Chapter 36

### General Information

#### Background

The Canadian Museum of Civilization Corporation (CMCC), a Crown Corporation, was established in 1990 by the Museums Act.

The CMCC comprises the Canadian Museum of Civilization (CMC) and its affiliate: The Canadian War Museum (CWM).

The Corporation has two public facilities: The CMC located at 100 Laurier Street, Hull, Quebec and the CWM at 330 Sussex Drive, Ottawa, Ontario.

#### Responsibilities

The purpose of the Corporation, as defined in the Act, is: "to increase, throughout Canada and internationally, interest in, knowledge and critical understanding of and appreciation and respect for human cultural achievements and human behaviour by establishing, maintaining and developing for research and posterity a collection of objects of historical or cultural interest, with special but not exclusive reference to Canada, and by demonstrating those achievements and behaviour, the knowledge derived from them and the understanding they represent."

#### Legislation

- The Museums Act (Statutes of Canada 1990, Chapter 3)

#### Organization

##### ♦ Canadian War Museum (CWM)

The CWM is an affiliate of the CMC. The purpose of the CWM is "to share in the remembrance of, and serve as a memorial to, those Canadians lost in, or as a result of, war; to examine the war and war-related history of Canada and its effect upon Canada and Canadians; and to document Canada's continuing commitment to peacekeeping and the maintenance of international security".

The CWM comprises: Office of the Director and Chief Executive Officer, Public Programmes and Collections Division, and Research and Exhibitions Division.

##### ♦ Development Branch

This Branch is responsible for establishing and maintaining relationships with the business world and for carrying out fundraising and development activities.

##### ♦ Directorate

The Directorate is responsible for the direction of the CMCC and the management of all its activities, resources and outputs. The Directorate comprises: Office of the President and Chief Executive Officer, Corporate Secretariat, Audit and Evaluation and Office of the Chief Operating Officer.

##### ♦ Exhibitions and Programmes Branch

This Branch plans, develops, manages and evaluates a balanced programme of permanent, temporary and travelling exhibitions and interpretive programmes (live interpretation, special events and education) in support of the CMCC's purpose and objectives. The Branch comprises: Exhibitions and Design Division, Public Programmes Division, Canadian Children's Museum, and Canadian Postal Museum.

##### ♦ Museum Services

This Branch is responsible for the provision of management and financial services. These include materiel and facilities management, as well as, protection, informatics and personnel services. Furthermore, this Branch plans, establishes and manages commercial programmes. The Branch comprises: Human Resources Division, Financial and Administrative Services, Commercial Operations, and Property Management, Hosting and Security Services Division.

##### ♦ Public Affairs Branch

This Branch is responsible for the CMCC's public image, media and public relations, promotional activities and material, advertising, internal communications, official ceremonial events, liaison between the CMCC, government and the community at large. In addition, this Branch is responsible for the marketing activity of the CMCC.

##### ♦ Research and Collections Branch

This Branch undertakes research programmes designed to add to the collections of the CMCC and to the level of knowledge relating to the analysis of regional cultural entities that make up our heritage and through investigation of the processes that have served

to define the Canadian cultural experience. This Branch also maintains, preserves and makes accessible to users the collections of the CMCC and related information. The Branch comprises: History Division, Canadian Ethnology Service, Archaeological Survey of Canada, Cultural Studies, Publishing Group, Aboriginal Training, Program, Collections, Conservation and Display Services, Library, Archives and Documentation Services.

## Information Holdings

### Program Records

#### ♦ Canadian War Museum (CWM)

##### Exhibitions

**Description:** Information on permanent, special and travelling exhibitions. **Topics:** Policy; planning and openings; texts; security; permanent galleries; proposed exhibitions; special and travelling exhibitions and five history presentations. **Program Record Number:** CMC MCD 560

#### ♦ Directorate

##### Governance and Management

**Description:** Information pertaining to discussions of the Board of Trustees and of the CMCC Executive Committee, audits and evaluation. **Topics:** Policy; planning of programmes; internal audits and evaluations of programmes. **Program Record Number:** CMC MCA 470

#### ♦ Exhibitions and Programmes Branch

##### Exhibitions

**Description:** Information on permanent, travelling, special and temporary exhibitions. **Topics:** Policy; exhibit planning; insurance; publicity; films, texts, labels; proposed exhibitions. **Program Record Number:** CMC MCH 650

##### Canadian Children's Museum – Exhibitions

**Description:** Information on permanent, travelling and special exhibitions. **Topics:** Policy; exhibit planning; proposed exhibitions. **Program Record Number:** CMC MCJ 685

##### Canadian Postal Museum – Exhibitions

**Description:** Information on permanent, travelling and special exhibitions. **Topics:** Policy; exhibit planning; proposed exhibitions. **Program Record Number:** CMC MCI 676

#### Public Programmes – Research

**Description:** Research on artifacts and collections for the benefit of government and the general public.

**Topics:** Research policy. **Program Record Number:** CMC MCG 665

#### ♦ Research and Collections Branch

##### Archaeological Survey of Canada – Exhibitions

**Description:** Information on permanent, travelling and special exhibitions. **Topics:** Policy; exhibit planning; proposed exhibitions; travelling exhibitions. **Program Record Number:** CMC MCB 500

##### Canadian Ethnology Service – Exhibitions

**Description:** Information on permanent, travelling and special exhibitions. **Topics:** Policy; exhibit planning; proposed exhibitions; permanent exhibitions; temporary exhibitions. **Program Record Number:** CMC MCF 620

##### Collection, Conservation and Display Services – Exhibitions

**Description:** Information pertaining to condition of artifacts; design of spaces and modules for exhibitions; storage facilities requirements for collections. **Topics:** Policy; condition reports. **Program Record Number:** CMC MCC 610

##### Cultural Studies – Exhibitions

**Description:** Information on permanent, temporary, travelling and special exhibitions. **Topics:** Policy; exhibit planning and proposed exhibitions; musical instruments. **Program Record Number:** CMC MCC 530

##### History Division – Exhibitions

**Description:** Information on permanent, travelling and special exhibitions. **Topics:** Policy; exhibit planning. **Program Record Number:** CMC MCE 590

##### Library, Archives and Documentation Services – Exhibitions

**Description:** Documentation of collections and materials; loans and reproductions. **Topics:** Policy; books and periodicals, microfiche; microfilm; photographic collection; AV collection; manuscripts; field notes and reports; artifact documentation; licensing; digitization. **Program Record Number:** CMC MCL 600

##### Collections and Acquisitions

**Description:** Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. **Topics:** Policy; procedures; gifts and donations; plans and reports; purchases; disposition; offer to museum to purchase; enquiries about artifacts; inventories; statistics. **Program Record Number:** CMC MCF 625



## Conservation

**Description:** Information on the conservation of artifacts to ensure their preservation for future use and research. **Topics:** Policy; casts and replicas; condition reports; storage; research on deterioration of artifacts due to poor environmental conditions of buildings.

**Program Record Number:** CMC MCF 630

## Loans

**Description:** Information on incoming and outgoing loans for exhibitions. **Topics:** Policy; requests for loans; lists of forthcoming loans; approvals or rejections; condition reports; insurance; loans to other museums.

**Program Record Number:** CMC MCE 615

## Publications

**Description:** Research publications and manuscripts, photographic and audio-visual material and other miscellaneous publications. **Topics:** Policy; permission to publish; Canadian Museum of Civilization publications; Canadian War Museum publications; exhibition catalogues; licensing and copyright; Bulletins; Mercury series. **Program Record Number:** CMC MCF 640

## Research

**Description:** Research on artifacts or the collection of artifacts for the benefit of government and the general public as well as historical research for the preparation of exhibition storylines, educational programming and publications. **Topics:** Policy; material research; research proposals; reports of completed research projects; anthropology; ethnology; archaeology; folklore; material culture; history; Canadian Postal Museum; Canadian Children's Museum; Canadian War Museum.

**Program Record Number:** CMC MCI 678

# Personal Information Banks

## ♦ Directorate

### Individual Requests Under the Privacy Act

**Description:** This bank contains formal requests made by individuals under the Privacy Act for access to personal information about them, the replies to such requests and all records relating to their processing. If applicable, includes information on exemptions claimed, complaints received, reports and recommendations of the Privacy Commissioner and litigation in the Federal and Supreme Courts. **Class of Individuals:** Individuals requesting information under the Privacy Act. **Purpose:** For processing such requests and for compiling statistics relating to them. **Consistent Uses:** Compiling statistics relating to requests from federal investigative bodies. **Retention and Disposal Standards:** Two years after last action, then sent to National Archives of Canada for archival or historical retention. **TBS Registration:** 003457 **PAC Number:** 86-001 **Bank Number:** CMC PPU 030

### Requests Under the Access to Information Act

**Description:** This bank contains formal requests made under the Access to Information Act by individuals for access to records, the replies to such requests and all records relating to their processing. If applicable, includes information on exemptions claimed, interventions of third parties, complaints received, reports and recommendations of the Information Commissioner and litigation in the Federal and Supreme Courts. **Class of Individuals:** Individuals requesting information under the Access to Information Act. **Purpose:** To process requests. **Consistent Uses:** Compiling statistics relating to the administration of the Act. **Retention and Disposal Standards:** Two years after last action, then sent to National Archives of Canada for archival or historical retention. **TBS Registration:** 003454 **PAC Number:** 86-001 **Bank Number:** CMC PPU 020

## ♦ Museum Services

### Contract Files

**Description:** This bank contains a record of all personal and professional service contracts entered into by the CMCC. It contains information such as the request for service by the manager, the original contractual document, and reasons for not authorizing payment if the terms of the contract have not been met. Active files are kept within the Contracts Management Section. **Class of Individuals:** Information relates to individuals from the private sector under contract for services to CMCC. **Purpose:** For contracting services. **Consistent Uses:** Maintaining information on all service contracts entered into by CMCC. **Retention and Disposal Standards:** Six fiscal years, then destroyed. **TBS Registration:** 000377 **PAC Number:** 86-001 **Bank Number:** CMC PPU 010

### Requests from Federal Investigative Bodies

**Description:** This bank contains requests for personal information made pursuant to paragraph 8(2)(e) of the Privacy Act by federal investigative bodies, the replies to such requests, the records of information disclosed, any correspondence with Privacy Commissioner and all records relating to the processing of the requests. **Class of Individuals:** Individuals being investigated by federal investigative bodies. **Purpose:** To meet the requirements of the Act. **Consistent Uses:** Compiling statistics relating to requests from federal investigative bodies. **Retention and Disposal Standards:** Documents destroyed after last action. **TBS Registration:** 003456 **PAC Number:** 86-001 **Bank Number:** CMC PPU 025



## ♦ Research and Collections Branch

### Collections

**Description:** This bank contains complete information pertaining to the collection of objects by the CMCC. It may contain information such as name, address, correspondence, evaluation report, income tax and insurance forms, contract and all pertinent information involving an individual who is selling or giving an object to the CMCC for inclusion in its collections. **Class of Individuals:** Individuals with which the CMCC deals, in relation to collecting. **Purpose:** To maintain complete information about objects collected or collectable by the CMCC. The information is classified by objects or names. **Consistent Uses:** Determination of value of objects for income tax or insurance purposes. **Retention and Disposal Standards:** Retained indefinitely. **TBS Registration:** 003453 **PAC Number:** 86-001 **Bank Number:** CMC PPU 005

## Classes of Personal Information

Some CMCC files summarized in the program records contain personal information which is not used in a decision-making process directly affecting the individual to whom it relates. Examples are inquiries about CMC and CWM collections, programmes and services, information and advice given to individuals by CMC and CWM employees about museums and museum objects, and information about individuals in documents relating to grants or proposed grants to institutions.

These classes of personal information are kept on the relevant subject files and are not identifiable by name of the individual or other personal identifier. To retrieve these classes of personal information, the CMCC would need as much detail as possible about the subject matter, the geographic location and the time the information would have come to the CMC or the CWM.

The retention periods for these classes of personal information are the same as those for the subject files containing the information.

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Canadian Museum of Civilization Corporation and its various programmes and functions may be directed to:

Public Affairs Branch  
Canadian Museum of Civilization  
100 Laurier Street  
P.O. Box 3100, Station B  
Hull, Quebec  
J8X 4H2

Tel.: (819) 776-7160  
Fax: (819) 776-7187

## Reading Room

Canadian War Museum  
Vimy House  
221 Champagne Avenue North  
Ottawa, Ontario  
K1A 0M8

Tel.: (819) 776-8652

## Library

Canadian Museum of Civilization  
100 Laurier Street  
P.O. Box 3100, Station B  
Hull, Quebec  
J8X 4H2

Tel.: (819) 776-7173

# Canadian Museum of Nature

## Chapter 37

### General Information

#### Background

The Canadian Museum of Nature (CMN), a Crown Corporation, was established in 1990 by the Museums Act, and reports to parliament through the Minister of Canadian Heritage. It is administered by its own directorate under the authority of a Board of Trustees. The President is the Chief Executive Officer of the CMN.

#### Responsibilities

The purposes of the Corporation, as defined in the Act, are to establish and maintain for research and posterity a collection of natural history objects, with special but not exclusive reference to Canada, and to use the collection, the knowledge derived from it and the understanding it represents, to increase throughout Canada and internationally, interest, knowledge, appreciation and respect for the natural world.

#### Legislation

- The Museums Act, 1990

#### Organization

##### ◆ Directorate

The Directorate is responsible for the overall planning, management and direction of the CMN with regards to its programmes, resources and products. The Directorate includes the Office of the President (Chief Executive Officer), the Vice-President (Chief Operating Officer), and the Secretary to the Board of Trustees.

##### ◆ Corporate Services Divisions

These divisions perform the CMN's administrative support functions and include the following: Financial Services, Human Resource Services, Facility Management Services, Communications Services, IT & Library Services and Information Services.

##### ◆ Collections Division

This division develops, manages and preserves the CMN's collection of natural history objects, and provides collection-based services and products.

##### ◆ Research Division

This division plans and conducts research projects, coordinates collection-based research throughout Canada, and creates nature-based scientific expertise and knowledge.

##### ◆ Exhibition Services Division

This division plans, designs, builds and maintains the CMN's various permanent, temporary and travelling exhibitions.

##### ◆ Community Services Division

This division plans, implements and evaluates the CMN's Education programming (Community and School Programs, Interpretation, Special Events, etc.) and operates the CMN's Victoria Memorial Museum Building (VMMB).

##### ◆ Development Division

This division establishes, develops and maintains relationships with the business world and implements the CMN's fundraising and development activities and campaigns.

### Information Holdings

#### Program Records

##### Acquisitions and Collections

**Description:** Information on the acquisition, collection, care and loan of artifacts and specimens. **Topics:** Collections Management Policy, Collection Care and Conservation, Collection Loans records, key correspondence, tax receipt information for gifts and donations; Canadian Cultural Property Review Board recommendations and examination reports; Nature Art Collection, various collections of plant, mineral, zoological and paleobiological specimens. **Access:** The information is classified by topic title, taxonomic classification and/or acquisition number. **Program Record Number:** CMN NSA 050

##### Educational and Community Programming

**Description:** Information on educational and interpretive programming and events offered by the Museum to the general public, schools and other specific audiences. **Topics:** Programmes and events

organized by title and year. **Access:** The information is classified by programme title and year. **Program Record Number:** CMA NSA 055

### Exhibitions

**Description:** Information on Museum permanent, travelling, and temporary exhibitions including exhibit plans, presentations and proposals. **Topics:** Project files on permanent, travelling, and temporary exhibits **Access:** The information is classified by Exhibition title and year. **Program Record Number:** CMA NSA 060

### Research

**Description:** Information on scientific research projects in various natural sciences fields such as Earth Sciences, Paleobiology, Mineralogy, Vertebrate and Invertebrate Zoology, Botany, Biodiversity, etc. Includes information on field expeditions and notes. **Topics:** Research proposals, projects and key correspondence. **Access:** The information is classified by project title and Researcher name. **Program Record Number:** CMA NSA 065

## Classes of Personal Information

Some CMN files summarized in the program records contain personal information which is not used in a decision-making process directly affecting the individual to whom it relates. Examples are inquiries about CMN and its collections, programmes and services, information and advice given to individuals by CMN employees about museums and museum objects, and information about individuals in documents relating to grants or proposed grants to institutions.

These classes of personal information are kept on the relevant subject files and are not identifiable by name of the individual or other personal identifier. To retrieve these classes of personal information, the CMN needs as much detail as possible about the subject matter, the geographic location and the time the information would have come to the Museum.

The retention periods for these classes of personal information are the same as those for the subject files containing the information.

## Personal Information Banks

### Collections

**Description:** This bank has complete information on names and addresses of individuals pertaining to the collection of objects by the Canadian Museum of Nature. **Class of Individuals:** Individuals with which the Canadian Museum of Nature deals, in relation to collecting. **Purpose:** To maintain complete information about objects collected or collectable by the Canadian

Museum of Nature. **Consistent Uses:** Determination of the value of objects for income tax or insurance purposes. **Retention and Disposal Standards:** Operational records; no disposal schedules have been applied. **Related to PR#:** CMN NSA 005 **TBS Registration:** 003412 **Bank Number:** CMN PPU 005

### Contract Files

**Description:** This bank contains records of all personal and professional service contracts entered into by the Canadian Museum of Nature. The records contain information such as the request for proposal, the original contract documents and amendments, and reasons for not authorizing payments if the terms of the contract have not been met. Active files are kept within the Contracts section. **Class of Individuals:** Information relates to individuals from the private sector under contract for services to CMN. **Purpose:** For contracting services legal and financial references. **Consistent Uses:** To maintain information on all service contracts entered into by CMN. **Retention and Disposal Standards:** Six fiscal years after termination or cancellation of contract, then destroyed. **PAC Number:** 86-001 **TBS Registration:** 000377 **Bank Number:** CMN PPU 010

### Donations and Contributions

**Description:** This bank contains personal information such as names and addresses of donors as well as financial information on donations of museological objects or financial contributions towards the acquisition of museological collections. **Class of Individuals:** General public and private sector businesses and corporations. **Purpose:** To maintain financial information dealing with the issuance of income tax receipts. **Consistent Uses:** Pursuant to the Income Tax Act, documentation is used to support annual individual or corporate tax returns. **Retention and Disposal Standards:** Records are retained for statistical purposes for six years and then destroyed. **Related to PR#:** CMN PPU 005 **TBS Registration:** 003413 **Bank Number:** CMN PPU 015

### Individual Requests under the Access to Information Act

**Description:** Contains formal requests made under the Access to Information Act by individuals for access to records, the replies to such requests, and all records relating to their processing. If applicable, includes information on exemptions claimed, interventions of third parties, complaints received, reports and recommendations of the Information Commissioner and litigation in the Federal and Supreme Courts. **Class of Individuals:** Individuals requesting information under the ATI Act. **Purpose:** To process such requests. **Consistent Uses:** Compiling statistics relating to the administration of the Act. **Retention and Disposal**



**Standards:** Two years after last administrative use or request action completed, then destroyed. **PAC Number:** 86-001 **TBS Registration:** 001680 **Bank Number:** CMN PPU 020

#### Individual Requests under the Privacy Act

**Description:** Contains formal requests made under the Privacy Act by individuals for access to personal information about themselves, the replies to such requests, and all records relating to their processing. If applicable, includes information on exemptions claimed, complaints received, reports and recommendation of the Privacy Commissioner and litigation in the Federal and Supreme Courts. **Class of Individuals:** Individuals requesting information under the Privacy Act. **Purpose:** To process such requests. **Consistent Uses:** Compiling statistics relating to the administration of the Act. **Retention and Disposal Standards:** Two years after last administrative use or request action completed, then destroyed. **PAC Number:** 86-001 **TBS Registration:** 001680 **Bank Number:** CMN PPU 030

#### Requests from Federal Investigative Bodies

**Description:** Contains requests for personal information made pursuant to paragraph 8(2)(e) of the Privacy Act by federal investigative bodies, the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests. **Class of Individuals:** Individuals being investigated by federal investigative bodies. **Purpose:** To meet the requirements of the Privacy Act. **Consistent Uses:** Compiling statistics relating to requests from federal investigative bodies. **Retention and Disposal Standards:** Two years after last administrative use or request action completed, then destroyed. **PAC Number:** 86-001 **TBS Registration:** 000379 **Bank Number:** CMN PPU 025

## Manuals

- Corporate Policy Manual

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Museum, its branches, and its various programs and functions may be directed to the Manager, Communications, at the museum's mailing address:

#### National Capital Region

Communication Services  
Canadian Museum of Nature  
P.O. Box 3443, Station D  
Ottawa, Ontario  
K1P 6P4

Tel.: (613) 566-4700

## Reading Room

The Museum's Library and Central Records office have been designated, under the Access to Information Act, as public reading rooms. Their address is:

Canadian Museum of Nature  
National Heritage Building  
1740 Pink Road  
Aylmer, Quebec

# Canadian Nuclear Safety Commission

## Chapter 38

### General Information

#### Background

The Nuclear Safety and Control Act was passed by Parliament in 1997 to better reflect the current regulatory mandate and priorities. The legislation replaced the Atomic Energy Control Act and paved the way for the creation of the Canadian Nuclear Safety Commission (CNSC). The strengthened regulations and new authorities given to the Commission represent the first major overhaul of Canada's nuclear regulatory regime since the creation of the Atomic Energy Control Board (AECB) more than 50 years ago. The Commission's creation follows the coming into force of the Nuclear Safety and Control Act on May 31, 2000. It is a departmental corporation, named in Schedule II of the Financial Administration Act. The CNSC reports to Parliament through a designated Minister, currently the Minister of Natural Resources Canada.

#### Responsibilities

Our mandate is to ensure that the use of nuclear energy in Canada does not pose an unreasonable risk to health, safety, the environment and national security. This mandate extends to the control of import and export of nuclear materials and other prescribed substances, equipment and technology, and to fulfilling Canada's obligations under the Canada-International Atomic Energy Agency Safeguards Agreement, pursuant to the Treaty on the Non-Proliferation of Nuclear Weapons. We achieve our mandate through regulations that establish a comprehensive licensing system which covers nuclear facilities, nuclear materials and other prescribed substances and equipment, including the certification of domestic and foreign transport package designs. This licensing system, which operates on a cost recovery basis, is administered to take into account the concerns and responsibilities of federal and provincial government departments in such areas as health, environment, transport, and labour. We also contribute to international agencies and, through cooperation agreements, assist other countries in improving their regulatory controls of nuclear materials and facilities.

#### Legislation

- Nuclear Safety & Control Act, S.C. 1997, chapter 9
- Nuclear Liability Act, R.S.C., 1985, chapter N-28

#### Organization

The Commission is constituted as a corporate body of up to seven members, one of whom is President and Chief Executive Officer appointed by the Governor in Council. Through the President, the Commission receives advice from a Legal Services Unit, composed of legal experts provided from the Department of Justice and a medical liaison officer, who represents the Group of Medical Advisors. Our officers and employees implement the policies of the Commission and make recommendations to the Commission on regulatory matters. Staff is organized into four directorates and one secretariat as described below.

#### Directorate of Reactor Regulation

The Directorate of Reactor Regulation is responsible for regulating the operation of all nuclear power plants in Canada. It is responsible for the development of safety standards and licensing conditions, for assessment of licence applications, for preparing licensing recommendations to the Commission, and for compliance activities.

#### Directorate of Fuel Cycle and Materials Regulation

The Directorate of Fuel Cycle and Materials Regulation is responsible for the regulation of uranium mining and processing, research facilities, particle accelerators, nuclear substances and devices, decommissioning and waste management, and the packaging and transportation of radioactive materials.

#### Directorate of Environmental and Human Performance Assessment

The Directorate of Environmental and Human Performance Assessment (DEHPA) assesses licensee performance in the areas of radiation and environmental protection, quality assurance, training and human factors. This directorate is also responsible for technical training of CNSC and foreign staff; CNSC obligations related to the Canadian Environmental Assessment Act; and for investigation of accidents and significant events.

#### Directorate of Corporate Services

Corporate Services is responsible for the CNSC's programs and policies for the management of its financial and human resources and for its information, physical and information technology assets. In addition,

Corporate Services is responsible for the organization's communications, external relations, strategic planning and emergency preparedness programs.

## Office of Regulatory Affairs

The Office of Regulatory Affairs is responsible for organization-wide programs, initiatives and actions that enhance the CNSC's regulatory effectiveness, efficiency and overall operation.

## Office of International Affairs

The Office of International Affairs (OIA) licenses the export and import of controlled nuclear items. It implements Canada's bilateral nuclear cooperation agreements, international safeguards agreements, domestic nuclear security and international physical protection requirements. The OIA manages a safeguards research and development program, advises on multilateral nuclear non-proliferation issues and coordinates the CNSC's participation in other international activities.

## Secretariat

The Secretariat plans the business of the Commission and gives technical and administrative support to the President and to the other Commission members. This involves related communications with the Minister's Office and all other stakeholders, including government departments, intervenors, licensees, media and the public. The Secretariat is also the official registrar in relation to Commission documentation and manages the hearing process.

## Information Holdings

## Program Records

### Accelerator Facilities

**Description:** Information on licensed accelerator and particle accelerator facilities in Canada. **Topics:** Main facility; neutron generator; drawings; safety reports; cyclotron; Tandem and Van de Graaff; Linac; Betatron. **Program Record Number:** AEB DFC 080

### Associations, Societies and Institutions

**Description:** Information on professional organizations with which the CNSC consults on matters related to nuclear energy. **Topics:** Standards-writing organizations – Canadian Standards Association, Canadian Nuclear Association, International Atomic Energy Agency. **Program Record Number:** AEB DRR 115

## Canadian Nuclear Safety and Control Regulations

**Description:** The regulations pursuant to the Nuclear Safety and Control Act as they apply to prescribed substances and items, nuclear facilities, the appointment of inspectors and inspections of licensees, security of nuclear material and information related to the nuclear fuel cycle, radiological occupational health and safety of nuclear energy workers, the appointment of medical advisers, and protection of the public and the environment. **Program Record Number:** AEB SEC 235

## Nuclear Safety Legislation

**Description:** Information on the Nuclear Safety & Control Act and amendments. **Program Record Number:** AEB SEC 230

## Atomic Energy of Canada Limited (AECL) – Licensing

**Description:** General licensing information on nuclear facilities operated by Atomic Energy of Canada Limited. **Topics:** Reactors – NRX, ZEEP, NRU, ZED 2, Whiteshell, Slowpoke. **Program Record Number:** AEB DRR 060

## Canadian Uranium Policy

**Description:** The Canadian uranium policy on exports, anti-trust matters and nuclear energy. **Program Record Number:** AEB DRS 130

## Committees

**Description:** Information on actions, proposals and recommendations of the Advisory Committee on Radiological Protection (ACRP) and the Advisory Committee on Nuclear Safety (ACNS). Information on committees in which CNSC staff are active. **Program Record Number:** AEB SEC 025

## Computer Codes

**Description:** Information on computer codes used in reactor operations. **Topics:** Atmospheric dispersion; reactor physics; thermal hydraulics; fuel behaviour; containment. **Program Record Number:** AEB DAA 100

## Coordination and Planning

**Description:** Information on the Commission's internal and external coordination and planning. **Program Record Number:** AEB SEC 205

## Domestic Reactors

**Description:** Information on the reactors currently in use in Canada. **Topics:** Licence of the facility; fuel; operation; reactor operators; accountability and operational procedures; CNSC officers; significant events and incident reports; systems and equipment,



proposed changes approved; proposed changes for information; radiological protection; emergency procedures; safeguards; in-service inspections and quality assurance. **Program Record Number:** AEB DRR 055

#### Emergency Planning Activities

**Description:** Information on emergency planning activities. **Topics:** Federal procedures; coordination of federal, provincial and international procedures. **Program Record Number:** AEB SEC 210

#### Federal Departments

**Description:** General information on liaison with other federal departments and agencies. **Program Record Number:** AEB SEC 225

#### Foreign and Marine Reactors

**Description:** Reactors in the U.S.; marine reactors; foreign reactors outside the U.S. **Program Record Number:** AEB DRR 065

#### Foreign Governments

**Description:** Information on all foreign governments with which Canada has been or is involved in the nuclear field. **Topics:** International nuclear safeguards; export-import controls; various reports dealing with the preceding subjects from foreign countries. **Program Record Number:** AEB DRS 120

#### Fuel Processing Facilities

**Description:** Information on fuel processing facilities in Canada. **Topics:** Operation; licensing; compliance inspections; radiation exposure data. **Program Record Number:** AEB DFC 200

#### Health Physics

**Description:** Information on health physics and radiation protection, as well as radiation dose limits, personal dosimetry and instrumentation, protective clothing, radiation protection training and laboratory facilities and equipment. **Program Record Number:** AEB DAA 245

#### Heavy Water Plants

**Description:** Information on heavy water plants in Canada. **Topics:** Operations; licensing; compliance inspections; emergency procedures; quality assurance; standards and guides; safety assessments; new processes. **Program Record Number:** AEB DRR 195

#### Heavy Water Plants

**Description:** Information on the safety assessment of design and operation of heavy water plants. **Program Record Number:** AEB DRR 105

#### Inspections

**Description:** Information on inspections, field instrumentation and special investigations. **Program Record Number:** AEB DFC 180

#### Inspections

**Description:** Information on regular inspections of reactors in service, scheduling of up and down time and computer codes used in operation. **Topics:** Reactor-in-service inspections; materials; ferrous and non-ferrous metals, corrosion; wear and welding. **Program Record Number:** AEB DRR 045

#### International Organizations

**Description:** Information on international organizations in the nuclear energy field. **Topics:** International safeguards; export-import control; technical reports and reviews on nuclear reactors; safeguards; quality assurance; radioactive waste management; nuclear fuel development; international organizations – Organization for Economic Cooperation and Development, International Energy Agency, European Economic Community, International Atomic Energy Agency, Nuclear Energy Agency, and the Scientific Advisory Committee of the International Atomic Energy Agency. **Program Record Number:** AEB SEC 215

#### Licensing

**Description:** Information on licensing of reactors and sites by the CNSC. **Program Record Number:** AEB DRR 035

#### Mining, Exploration and Prospecting

**Description:** Information on every uranium mining and milling facility in Canada. **Topics:** Operation; licensing; requirements; health and safety – personal, environmental and workplace monitoring, personnel exposure data; compliance inspections; mining and milling. **Program Record Number:** AEB DFC 185

#### Nuclear Devices

**Description:** Information on manufacturers of nuclear devices. **Topics:** Luminous devices; watches; exit signs; cardiac pacemakers; smoke detectors; therapy units; static eliminators. **Program Record Number:** AEB DFC 165

### Nuclear Liability

**Description:** Information on the Nuclear Liability Act and its association with the Canadian nuclear program; also insurance aspects of nuclear liability. **Program Record Number:** AEB SEC 220

### Organization and Functions

**Description:** Information on CNSC activities. **Topics:** Organization of the Commission; appointments; significant development reports; meetings of internal heads of directorates or sections; annual reports; Policy and Practices Manual; Administrative Policy and Procedures Manual; and Minister's briefings. **Program Record Number:** AEB SEC 005

### Orientation Facilities

**Description:** Information on foreign countries interested in purchasing CANDU reactors or technology. **Program Record Number:** AEB DOA 260

### Particle Accelerators

**Description:** General information on particle accelerators. **Topics:** Courses and seminars; standards and guidelines; technical information; and relations with Health Canada. **Program Record Number:** AEB DFC 075

### Prescribed Equipment

**Description:** Information on general export control of prescribed equipment, such as nuclear reactors, fuel processing facilities, heavy water plants and nuclear accelerators. **Program Record Number:** AEB DRS 125

### Prescribed Substances

**Description:** Information on prescribed substances, which are defined as radioactive isotopes of all elements and any substances containing such isotopes which are designated as capable of releasing atomic energy. The CNSC maintains files on all licensed users and producers of radioisotopes in Canada. **Topics:** Use; exports; policies; health precautions. **Program Record Number:** AEB DFC 155

### Prescribed Substances – Accidents, Unauthorized Uses

**Description:** Information on situations where possible risk to workers and the public is caused by radioactive contamination and exposure. **Topics:** Contamination of jewellery and pottery; improper safeguards for radioisotopes use – hospitals, pharmaceutical labs, research labs; transportation accidents; unauthorized uses of radioactive materials; contamination. **Program Record Number:** AEB DFC 175

### Provincial Governments

**Description:** Information on dealings with the provincial governments and two territories. **Program Record Number:** AEB SEC 240

### Public Information

**Description:** Information requests; Federal Identity Program; programs; policies and procedures; projects and publications; public opinion projects; editorial services; translation and revision. **Program Record Number:** AEB SEC 020

### Quality Assurance

**Description:** Information on the overall design quality of nuclear facilities. **Topics:** Standards; manufacturers; manufacturer quality assurance programs. **Program Record Number:** AEB DAA 110

### Radiation Protection

**Description:** Information on radiation protection for workers, public and environment affected by reactor facilities. **Program Record Number:** AEB DRR 040

### Radioactive Waste Management Facilities

**Description:** Information on every radioactive waste management facility in Canada. **Topics:** Low-level storage; high-level storage; reactor wastes; uranium tailings; chemical treatment; licensing; maintenance; compliance. **Program Record Number:** AEB DFC 190

### Reactor Codes and Standards

**Description:** Quality assurance codes and standards used in the design of nuclear facilities. **Topics:** Components; inspections; quality control; reliability and maintainability of concrete containment structures; protective systems and instrumentation; and seismic design requirements for CANDU. **Program Record Number:** AEB DAA 095

### Reactor Operating Training

**Description:** Information retained to help in the preparation of the evaluation of training programs and the examination of reactor operators according to CNSC standards. **Topics:** Ontario Power Generation, Hydro-Québec, New Brunswick Electric Power; Bruce Power; AECL. **Program Record Number:** AEB DRR 070

### Reactor Safety

**Description:** Information on the development of safety requirements for nuclear facilities. **Topics:** Siting guides; reactor safety criteria. **Program Record Number:** AEB DRR 090

## Reactors – General

**Description:** General information on the operation of reactor facilities. **Program Record Number:** AEB DRR 030

## Regulatory Documents

**Description:** Information on the development of CNSC regulatory documents excluding nuclear safety legislation and Canadian nuclear safety and control regulations. Documents are developed using public consultation and used for the guidance of licensees and other regulated persons involved with the nuclear energy field and prescribed substances. **Topics:** Regulatory documents, public consultation. **Program Record Number:** CNS ORA 255

## Safeguards

**Description:** Policies and measures for the non-proliferation of nuclear energy. **Topics:** Domestic and international safeguards; costs; reference documents; instrumentation; inspection procedures; accountability; visits and inventories of nuclear facilities in Canada; safeguards inspectors; special studies on accountability for highly enriched uranium and non-destructive measurement devices. **Program Record Number:** AEB DRS 150

## Safeguards Support Program

**Description:** Research and development contract reports and Safeguard Support Program Reports. **Program Record Number:** AEB DRS 250

## Security

**Description:** Information on the physical security of nuclear facilities and personnel. **Program Record Number:** AEB DRS 140

## Steam Rebuild Programs

**Description:** Information on improvements of original deficient steam generators in some of the reactors. **Topics:** 600MW, 500MW, and 850MW steam generator rebuild programs. **Program Record Number:** AEB DRR 050

## Transportation

**Description:** Policies, regulations and practices for the safe handling and transportation of radioactive materials in Canada and abroad. **Topics:** Shipping regulations; labelling requirements for radioisotopes; transportation of radioactive waste; liability insurance; regulations for all modes of transportation – air, road, rail and marine; certificates; Canada Post Corporation; emergency procedures; accidents and standards; transportation of nuclear materials to and from foreign countries;

endorsements from foreign countries for shipping containers; technical aspects of shipping, containers and testing programs. **Program Record Number:** AEB DFC 160

## United Nations Disarmament Commission

**Description:** Information on the United Nations Non-Proliferation Treaty on Nuclear Weapons, international safeguards, international agreements and various United Nations committees on nuclear energy. **Program Record Number:** AEB DRS 145

## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

## Accounts and Accounting

### Acts and Legislation

### Administration

### Administration and Management Services

### Audits

### Budgets

### Buildings

### Classification of Positions

### Co-operation and Liaison

### Employment and Staffing

### Equipment and Supplies

### Finance

### Furniture and Furnishings

### Human Resources

### Occupational Health, Safety and Welfare

### Office Appliances

### Official Languages

### Pensions and Insurance

### Personnel

### Procurement

### Salaries and Wages

### Staff Relations

### Training and Development

### Vehicles

## Personal Information Banks

### Access Request Data Bank

**Description:** This bank contains the access request forms sent by individuals requesting access to files, the replies to such requests and information related to their processing. **Class of Individuals:** Canadian citizens, permanent residents of Canada and individuals present



in Canada. **Purpose:** It is used for processing access requests only, and to report on the number of access requests received annually. **Retention and Disposal Standards:** These files will be kept for two years and then destroyed. **TBS Registration:** 004128 **Bank Number:** AEB PPU 045

#### Applications for Employment

**Description:** This bank exists to maintain an inventory of applicants from the general public or the federal government for employment with the CNSC. It includes correspondence, applications for employment, curricula vitae and other personal information. **Class of Individuals:** Individuals seeking employment. **Purpose:** This bank is used to identify applicants for possible future appointments to the Commission staff. **Retention and Disposal Standards:** Records are retained in the bank for six months and then destroyed. **TBS Registration:** 004126 **Bank Number:** AEB PPU 035

#### Examinations and Results

**Description:** This bank maintains a record of the examinations given to personnel at nuclear reactor facilities. Data includes names of individuals, titles of examinations written and results in terms of success or failure. **Class of Individuals:** Employees at Class I facilities (nuclear generating stations and non-power facilities). **Purpose:** The CNSC sets these examinations to ensure that the requirements for operating personnel are met. **Retention and Disposal Standards:** Records are retained indefinitely. Paper and electronic copies of the information which is stored as a subset of this bank are retained for two years before they are transferred to classified waste. **PAC Number:** 91-024 **TBS Registration:** 004123 **Bank Number:** AEB PPU 015

#### Exposure Device Operator

**Description:** This bank maintains a record of the personal information and certification results for all candidates certified or seeking certification as exposure device operators, and those previously certified as Qualified Operators. Data includes names and addresses of individuals, titles of examinations written and results in terms of success or failure. **Class of Individuals:** Individuals employed or seeking employment as Exposure Device Operators. **Purpose:** The CNSC certifies exposure device operators based on education, training and experience. This database tracks all candidates information in relation to certification. **Retention and Disposal Standards:** Records are retained for as long as the individual is certified. When the individual is no longer certified, records are transferred to the National Archives of Canada. **PAC Number:** 91-024 **TBS Registration:** 005095 **Bank Number:** CNS PPU 060

#### Health and Safety Regulations: Inspection Officers

**Description:** This bank may contain data on nationality, age, sex, education and special training, and employment history, as well as correspondence with provinces leading to appointments. There may be sensitive material relating to federal-provincial negotiations for service. **Class of Individuals:** Canadian citizens and residents of Canada. **Purpose:** The purpose of this bank is to record information relating to the appointment of employees of provincial government departments or health institutes, to act as inspectors under the Nuclear Safety and Control Regulations. The bank provides an up-to-date identification of individuals appointed as inspectors. **Retention and Disposal Standards:** Records are kept for 5 years and then destroyed. **PAC Number:** 91-024 **TBS Registration:** 004122 **Bank Number:** AEB PPU 010

#### Health and Safety Regulations: Medical Advisers

**Description:** The bank contains names and details concerning present employment and area of jurisdiction, and communications between the CNSC and parent agencies or the individuals prior to appointment. The bank provides an up-to-date status of individual appointments by name. Individuals this bank relates to are all qualified medical officers, who may be from provincial government departments, hospitals, institutions, or the federal service. **Class of Individuals:** Canadian citizens, medical officers. **Purpose:** The purpose of the bank is to record information on the appointment of medical advisers to the CNSC. **Retention and Disposal Standards:** Records are retained during the tenure of appointment and for two years subsequently, they are then sent to the National Archives of Canada. **PAC Number:** 91-024 **TBS Registration:** 004121 **Bank Number:** AEB PPU 005

#### Personal Service Contract Files

**Description:** The bank includes basic personal data, subject matter and terms of contract. **Class of Individuals:** Information on organizations and individuals from the private sector under contract for services. **Purpose:** The purpose of the bank is to maintain an accurate account of all contracts. The primary use of the bank is to record negotiations between the CNSC and the individuals concerned. **Retention and Disposal Standards:** Records are retained for two years before being transferred to the National Archives of Canada. **PAC Number:** 91-024 **TBS Registration:** 004127 **Bank Number:** AEB PPU 040

#### Reactor Operators and Training

**Description:** Data in this bank include a record of correspondence, details of education and experience, and basic personal information. **Class of Individuals:** Employees at reactor sites. **Purpose:** The purpose of

the bank is to provide an accurate and up-to-date record of all information on authorizations and appointments of individuals to designated positions at nuclear generating stations and research reactor sites. **Retention and Disposal Standards:** Records are retained for two years before being transferred to the National Archives of Canada. **PAC Number:** 91-024 **TBS Registration:** 004124 **Bank Number:** AEB PPU 020

### Reactor Personnel

**Description:** Data includes summaries of the individual's examination results, copies of all certifications issued for the appointment of the individual to designated positions, and correspondence specifically relating to the individual. **Class of Individuals:** Employees who work at Class I facilities (nuclear generating stations and non-power facilities) and individuals employed or seeking employment as Exposure Device Operators. **Purpose:** The purpose of the bank is to maintain a record of each individual's examination and certification for designated appointments at Class I facilities and individuals employed or seeking employment as Exposure Device Operators. **Retention and Disposal Standards:** Records are retained for as long as the individual is certified. When the individual is no longer certified, records are transferred to the National Archives of Canada. **PAC Number:** 91-024 **TBS Registration:** 004125 **Bank Number:** AEB PPU 025

### Miner Exposure Database

**Description:** This bank contains basic personal information collected from the personnel files of all miners who worked at the Rio Algom and Denison Mines in Elliott Lake from the early 1950's to the mid-1980's. **Class of Individuals:** Miners exposed to radioactive dust and radon progeny in the course of their work. **Purpose:** This bank will be used for research and statistical analysis purposes, including linking individuals to cancer registries. These analyses will help determine a more accurate risk of lung cancer and other health effects from exposure to radon progeny. **Retention and Disposal Standards:** Records are kept until statistical analyses are complete after which time the data will be destroyed. **TBS Registration:** 004129 **Bank Number:** AEB PPU 050

## Classes of Personal Information

### Reports and Surveys

This class of information contains personal information based on a dietary survey performed by a consultant on behalf of the CNSC. Personal information may include particulars such as dietary interests, remuneration, age, gender, health, marital status and

educational background of individuals. Such personal information is stored as part of the general subject files where records are not normally retrieved by name or individual or other personal identifier. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

## Manuals

- CNSC File Index
- CNSC Information Classification and Designation Guide.
- CNSC Official Languages Policies – Compendium
- CNSC Policy Statements Manual
- EDP Operations Manual (version anglaise seulement)
- New Employee Information Booklet
- Nuclear Liability Operations Manual
- Operational Plan Framework
- Personnel Manual
- Style Manual

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for technical information and enquiries concerning the CNSC's role, programs and services may be directed to:

Communications Division  
Canadian Nuclear Safety Commission  
P.O. Box 1046, Station B  
Ottawa, Ontario  
K1P 5S9

Tel.: (613) 995-5894

## Reading Room

In accordance with the Access to Information Act, the CNSC's library and public documents room have been designated as reading rooms. They are located at:

280 Slater Street  
4<sup>th</sup> floor  
Ottawa, Ontario

# Canadian Polar Commission

## Chapter 39

### General Information

#### Background

In September 1985 the Minister of Indian Affairs and Northern Development commissioned a study group to investigate the state of Canadian polar science. Based on extensive consultations with Canada's northern research community, government departments, and non-government organizations, the study group produced its report, *Canada and Polar Science*, in March 1987. Among its recommendations was a call for the creation of "a national body ...to provide ongoing contact, at a senior level, between the federal government and those concerned with Canadian polar science and research".

Professor Thomas Symon's report *The Shield of Achilles*, which became the draft of a mandate for the Canadian Polar Commission, expressed concern that a new commission not duplicate the efforts of other institutions, but "...build upon, complement and support the work of the many diverse existing Canadian institutions, programmes, and organizations that are dedicated to the development of polar knowledge".

The Canadian Polar Commission was established by Parliament in 1991 as Canada's national advisory agency on polar affairs. It supports Canada's polar research community by developing new information resources and technologies, and by helping bring a fresh and vital perspective to bear on Canadian policy making with respect to the Arctic and Antarctic. The Commission encourages the growth of new partnerships between the science community and Northern Canadians, and seeks actively to raise the profile of polar research at the national level.

#### Responsibilities

The Polar Commission's mandate requires it to:

- Monitor polar knowledge in Canada and around the world
- Work with Canadian and international institutions to determine scientific and other priorities
- Encourage support for Canadian polar research
- Communicate polar research information to Canadians
- Foster international co-operation in the advancement of polar knowledge

The Commission can:

- Initiate, sponsor and support conferences, seminars, and meetings
- Undertake and support studies on matters relating to the polar regions, and publish and disseminate relevant studies and reports
- Recognize relevant achievements and contributions and give prominence to Canadian polar scientific research and its application
- Support and encourage organizations, institutions, and individuals involved in polar research

#### Legislation

- Canadian Polar Commission Act (February 1991)

#### Organization

The Canadian Polar Commission Board members are selected for their northern expertise, and to reflect the ethnic, linguistic, and regional diversity of Canada's polar regions. Full-time employees in the Public Service of Canada are not eligible. Members hold office for three years, and may be appointed for a second term.

### Information Holdings

#### Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

#### Accounts and Accounting

#### Acts and Legislation

#### Administration

#### Administration and Management Services

#### Budgets

#### Buildings and Properties

#### Classification of Positions

#### Employment and Staffing

#### Equipment and Supplies

#### Finance

#### Furniture and Furnishings

#### Human Resources

#### Official Languages

#### Pensions and Insurance



**Personnel**

**Procurement**

**Salaries and Wages**

**Staff Relations**

**Training and Development**

## **Additional Information**

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Commission may be directed to:

Canadian Polar Commission  
Suite 1710, Constitution Square  
360 Albert Street  
Ottawa, Ontario  
K1R 7X7

Tel.: (613) 943-8605

Fax: (613) 943-8607

# Canadian Radio-television and Telecommunications Commission

## Chapter 40

### General Information

#### Background

The Canadian Radio-television and Telecommunications Commission (CRTC) is an independent public authority that operates at "arm's length" from government and reports to Parliament through the Minister of Canadian Heritage. It was established by Parliament in 1968 as a successor to the Board of Broadcast Governors, an earlier regulatory agency with a mandate to regulate and supervise all aspects of the Canadian broadcasting system. These responsibilities were enlarged in 1976 by the Canadian Radio-television and Telecommunications Commission Act, under which the Commission assumed responsibility from the Canadian Transport Commission for regulating telecommunications carriers within federal jurisdiction.

On 4 June 1991 a new Broadcasting Act was proclaimed. On 25 October 1993 the new Telecommunications Act, replacing the Railway Act and the National Telecommunications Powers and Procedures Act, was proclaimed. As a result of a 26 April 1994 decision by the Supreme Court of Canada involving Téléphone Guèvremont Inc., 49 telephone companies providing services on a strictly local or intra-provincial basis, but with interconnection to inter-provincial services, and formerly subject to provincial legislative and regulatory authority, were brought within federal legislative authority and became therefore subject to the CRTC's jurisdiction. The Telecommunications Act was amended in May 1998 to give the CRTC new statutory responsibilities including a licensing regime for international communications services, responsibility for the administration of numbering plans, authority to establish and administer a universal service fund to provide financial support for access by Canadians to basic telecommunications services.

#### Responsibilities

In broadcasting matters, the CRTC regulates and supervises the public, community and private sectors with a view to implementing the broadcasting policy for Canada set out in section 3 of the Broadcasting Act. It has the power, inter alia, to issue, renew and amend licences and to set any conditions of licence it deems appropriate. With respect to federally-regulated telecommunications carriers, the CRTC has the power to ensure that the rates charged by the carriers are

just and reasonable, and that Canadian carriers do not unjustly discriminate in relation to the provision of telecommunication services. The Commission's approval is also required for traffic and certain other types of agreements. The Commission also has powers to forbear from the regulation of services of Canadian carriers. In order to fulfil its mandate, the CRTC collects a variety of information pertaining to applicants and existing licensees of programming, distribution or network undertakings across the country. Financial and operating information is collected on a yearly basis in Annual Returns. Programming on radio and television is monitored: television stations, including pay television and specialty services, must submit detailed program logs monthly and radio stations must submit their program logs upon request. In the course of the public hearing process, information concerning the applications being heard is made available for public examination, as outlined in the CRTC Rules of Procedure. These public files include the text of any intervention made by anyone wishing to express his/her views with respect to particular applications or issues raised in public hearings. In telecommunications hearings, interrogatories and other more formal practices may be carried out, as outlined in the CRTC Telecommunications Rules of Procedure. The Commission receives complaints and inquiries from specific individuals or corporations, or interest groups regarding both broadcasting and telecommunications. The Commission forwards certain complaints to the Ombudsman for Telecommunications Services. Copies of complaints relating to broadcasting matters are forwarded to the licensee concerned for comment and placed on a file available for examination by the public. As appropriate, they may be forwarded to the Canadian Broadcast Standards Council (the CBSC), which administers industry standards and codes of conduct or to the Cable Television Standards Council (CTSC) which administers Cable Service Standards.

#### Legislation

- Broadcasting Act
- Broadcasting Distribution Regulations
- Broadcasting Information Regulations, 1993
- Broadcasting Licence Fee Regulations, 1997
- Canadian Radio-television and Telecommunications Commission Act
- Canadian Telecommunications Common Carrier Ownership and Control Regulations

- CRTC Rules of Procedures
- CRTC Telecommunications Rules of Procedures
- Direction to the CRTC: Direct-to-Home (DTH) Pay-per-View Television Programming Undertakings
- Direction to the CRTC: Direct-to-Home (DTH) Satellite Distribution Undertakings
- Direction to the CRTC: Ineligibility of Non-Canadians
- Direction to the CRTC: Ineligibility to Hold Broadcasting Licences
- Direction to the CRTC: Reservation of Cable Channels
- Pay Television Regulations, 1990
- Radio Regulations, 1986
- Specialty Services Regulations, 1990
- CRTC Tariff Regulations
- Telecommunications Act
- Telecommunications Fees Regulations, 1995
- Television Broadcasting Regulations, 1987
- Canadian Telecommunications Common Carrier Ownership and Control Regulations

## Organization

### The Secretary General

The Office of the Secretary General is the formal point of contact for the general public and industry with the Commission and communicates decisions and notices on behalf of the Commission.

### Broadcasting Directorate

The Broadcasting Directorate is responsible for providing the Commission with all information needed to regulate those broadcasting undertakings subject to the CRTC's jurisdiction and for developing general broadcasting regulatory policy for adoption by the Commission. The Directorate develops advice and recommendations to the Commission in order to implement the Broadcasting Policy for Canada set out in section 3 of the Broadcasting Act as well as the regulatory policy set out in section 5. The Broadcasting Directorate is headed by the Executive Director, Broadcasting. The responsibilities of the Directorate are carried out by four divisions reporting to the Executive Director, Broadcasting.

#### ◆ Licensing and Operations Group

Licensing and Operations is responsible for all aspects of the licensing process (issue, amendment, renewal) for radio, television, pay and specialty services including new applications, renewals, changes to conditions of license, certification of programming as Canadian. It verifies the corporate ownership structure, completes applications, manages related public hearings; oversees

the implementation of decisions through supervisory, regulatory, monitoring and interpretative methods and processes; monitors licensee compliance with prescribed economic, social, financial and technical criteria and other conditions of license; represents the CRTC with the industry, provincial and municipal governments, other federal government departments, and interest groups; identifies emerging trends and issues, develops impact scenarios.

#### ◆ Competitive Disputes Group

Competitive Disputes is responsible for the timely and efficient review and disposition of competitive disputes in a rapidly evolving competitive communications environment, including disputes of complaints arising from programming undertakings (pay, pay-per-view, video-on-demand, and specialty services) seeking access to broadcasting distribution undertakings (cable, DTH, MDS); from allegations of undue preference conduct by programming undertakings or broadcasting distribution undertakings; from alleged contravention of the Commission exemption orders; and, from allegations of inappropriate dealings with respect to exclusive or preferential programming rights. Conducts alternative dispute resolution processes including staff mediation or arbitration. Ensures that complaints and disputes are resolved in a manner consistent with public policy objectives established by the Broadcasting Act, and Commission policies and regulations made there under.

#### ◆ Policy Group

The Policy Group is accountable for planning, organizing and leading the provision of timely and competent analysis and recommendations regarding the economic, social, cultural, competitive and technical implications of proposed regulatory policies, applications or decisions with respect to conventional radio and television services, discretionary services and social policy, recognizing the distinctions and special needs of Canada's English and French language markets. The Group determines and directs research and analysis and makes recommendations on the formulation, definition and enhancement of regulatory frameworks, strategies and policies that address social, cultural, economic and competitive issues.

#### ◆ Economic Analysis and Research Group

The Economic Analysis and Research Group plans, organizes, coordinates and leads environmental scanning, tracking, research and analysis related to the identification, recognition, monitoring and assessment of critical issues, trends and developments affecting Canada's broadcasting and related industries in both the domestic and global marketplaces; monitors and assesses the impact of government strategies, regulatory and policy decisions and of international



regulatory and market forces on the economic performance and the structure of the broadcasting sector; provides strategic information and recommendations on the application of research and analysis findings to the elaboration or review of broadcasting regulatory frameworks and Commission strategies and policy decisions; directs the diffusion of policy and market research to the public and the broadcast industry to assist intervenors in their participation in public hearings and other consultative processes and facilitates transparency in all Commission processes.

## Communications Branch

The Communications Branch develops and carries out all communications strategies to inform the public, media, and regulated industries; elaborates on our messages and put in place strategies and initiate public forums to better engage open discussions with the general public; works towards ensuring that the Commission's views and decisions are transmitted in user-friendly language and distributed in areas accessible to all Canadians; and ensures that the Commission's role, mandate and vision are clear.

## Finance and Corporate Services Branch

This Branch provides financial, program planning, management and administrative services to ensure the most effective operation of the Commission and the most cost-effective and efficient development and use of new services and facilities. It collects broadcast licence fees and telecom fees and contributes to formulate fee regulations. The Branch also coordinates informatics activities throughout the Commission, maintains a library on communications industry information in Canada and administers the Commission's records management and mailroom. It prepares business plans and performance report and also conducts internal audits, evaluations of CRTC activities and business reengineering studies. It is responsible for departmental security.

## Human Resources

Human Resources assists the Commission to carry out its mandate by ensuring it has sufficient staff which are competent, trained, deployed where needed, appropriately compensated and representative of the Canadian population. This entails the design of the organization and its positions, the recruitment and selection of employees, the investment in staff learning and development, the administration of pay and employee benefits and the maintenance of a positive work environment within the CRTC. Many of these services are governed by the Acts of Parliament which apply to human resource management across the Public Service.

## Legal Directorate

The Legal Directorate is responsible for providing the Commission and its Chairperson with legal services and advice respecting the implementation and interpretation of broadcasting, telecommunications and other related legislations. The Legal Directorate:

- advises the Commission and its Chairperson on the CRTC Act, the Broadcasting Act and Telecommunications Act, as well as statutory instruments such as regulations and Rules of Procedure made pursuant to these Acts, related federal and provincial legislation, and conflict of interest rules and guidelines;
- conducts questioning at public hearings and represents the CRTC during legal proceedings;
- provides advice on applications, procedural matters and the legal implications of policies formulated to further Commission objectives;
- deals with complaints received by the Commission alleging violations of statutes or regulations;
- develops amendments to regulations; and
- maintains a law library.

## Secretariat and Client Services Branch

Secretariat and Client Services provides secretariat support to committee activities of the Commission; coordinates the Commission's Vision agenda management, and public hearing schedule; directs the Commission's regional offices as well as the public examination rooms; responds to requests under the Access to Information Act and the Privacy Act; drafts Commission decisions; issues all public notices, decisions and orders; responds to requests for general information and handles telephone inquiries and complaints on broadcasting and telecommunications issues; responds to public inquiries and written complaints; provides liaison with self-regulatory councils.

### ♦ Regional Offices

Our representatives located in Vancouver, Edmonton, Winnipeg, Regina, Toronto, Montreal and Halifax explain the Commission's mandate, policies and decisions to the public, industry, special interest groups, governments and the media. They also deal with complaints and inquiries from the public and other interested parties and provide regional feedback to headquarters on a variety of issues, including regional concerns and licensee performance and maintain a public examination room and research facilities on broadcasting and telecommunications items.

## Telecommunications Directorate

The Telecommunications Directorate develops advice and recommendations to the Commission to ensure the implementation of Canadian telecommunications objectives set out in the Telecommunications Act and to ensure that Canadian carriers provide telecommunications services and charge rates on terms that are just and reasonable, and do not unjustly discriminate or provide an unreasonable preference toward any person. The responsibilities of the Telecommunications Directorate are carried out under six branches reporting to the Executive Director.

### ◆ Policy, Number Administration and Consumer Affairs

This branch is responsible for overseeing Telecom relations with central agencies and other departments. It also is responsible for internal process and management improvement as well as internal governance. The branch also oversees number administration as it relates to the North American Numbering Plan and telecom policy development and implementation as it relates to the consumer. Included with this is the promotion of competition, the protection of consumers and support for access by all consumers.

### ◆ Independent Carrier Relations

Independent Carrier Relation is the liaison for the CRTC with the Independent industry. This includes the development and evolution of the appropriate regulatory frameworks for the various independent company sectors in an effort to move to a regulatory structure that is less burdensome and more closely aligned to that of the rest of the telecom industry.

### ◆ Tariff and Service Costing

The Tariff and Service Costing branch is responsible for the assessment of and advice pertaining to tariff applications such as for services provided to residential and business customers and to other providers of telecommunications services. It also provides advice regarding the development of regulatory frameworks concerning the pricing of telecommunications services. This branch establishes service costing requirements based on economic principles and is responsible for the assessment of Phase II service costing studies.

### ◆ Technology, International, Satellite and Wireless

This branch provides the necessary support and leadership relative to issues that involve technical matters, taking into account the technological evolution this is taking place in the telecommunications industry. New technology-driven communications services will

erode distinctions between industry sectors. As such, there is a need for this group to stay abreast of these changes so as to put in place the appropriate regulatory frameworks reflective of this technological evolution both in Canada and globally.

### ◆ Competition Implementation

The Competition Implementation group has the responsibility to encourage the use of industry negotiated processes such as CISC to resolve operational and administrative matters among carriers. Included with this are inter-carrier agreements. This branch has been formed to address the growing need for timely and efficient reaction to competitive disputes. This will ensure that competition rolls out fairly and in a manner consistent with the Commission's policies. This group's mandate is to be able to identify disputes, to explore alternative dispute mechanisms to resolve disputes and if necessary bring issues before the Commission for final resolution on an expedited basis.

### ◆ Financial Analysis Branch

Financial analysis provides analysis and advice on all aspects of regulatory frameworks, financial and inter-corporate activities of the telephone companies, contribution charges paid in support of telephone service to high cost areas, service improvement plans and foreign ownership issues. The Branch is also responsible for information collected to monitor the telecommunications industry.

## Information Holdings

### Program Records

#### Applications (Existing Licences) – Broadcasting

**Description:** Information contained in applications for the amendment or renewal of AM, FM (Campus, Community, Native and Ethnic Radio), TV, Cable, Pay and Specialty Services licences, as well as information contained in any other applications for required Commission authorizations in respect of broadcasting licences. **Topics:** Ownership, financial, programming and other operational information. **Access:** Files arranged by type; AM, FM (Campus, Community, Native and Ethnic Radio), TV by call sign, cable in numerical order and other systems in alphanumeric order. **Program Record Number:** CRT BRO 185

#### Applications (New Licences) – Broadcasting

**Description:** Information contained in new applications for obtaining a broadcasting licence, as well as information by the Commission for authorization of



broadcasting licences. **Topics:** Ownership, financial, programming and other operational information.

**Access:** Files arranged in numeric order. **Program**

**Record Number:** CRT BRO 190

### Audience Data

**Description:** Comprehensive audience information containing: 1) the Bureau of Broadcast Measurement's (BBM) Fall (four week) and Spring (three week)

diary-based surveys for all television viewing in Canada and; 2) the Bureau of Broadcast Measurement's (BBM) Fall and Spring multi-week diary-based surveys for all Radio listening in Canada and; 3) Nielsen Media Research's weekly metered data of all television viewing in Canada. **Topics:** For 1 and 2) above (BBM) —

Audience and programming information by licensee. Computerized Stand Alone Database — access is restricted internally. Contractual agreement permits dissemination of data and analysis only to federal departments and regulatory agencies (no Crown Corporations). For 3) above (Nielsen) — Audience and programming information by licensee. Computerized weekly data and weekly reports — access is restricted internally. Contract is for one year and does not permit dissemination of data to any outside sources. **Program**

**Record Number:** CRT BRO 210

### Broadcasting Policy

**Description:** Information on a range of broadcasting policy matters, including correspondence, documents, studies, etc. involving the Commission, individuals, industry organizations, interest groups, governments and licensees. **Topics:** Advertising to children,

gender portrayal, Canadian content, Canadian talent development, French vocal music, open line shows, political broadcasting, religious broadcasting, satellite services, violence on television and others. **Program**

**Record Number:** CRT BRO 215

### Broadcasting Profile

**Description:** General information relating to individuals and type of undertaking (AM, FM, TV, Specialty) or companies authorized to operate broadcasting undertakings in Canada. **Topics:** Call sign; licensee name; band; format; address and telephone number; region; language; frequency; power of transmission; system number; licensee number; origination; affiliation; market; class; expiry date. **Access:** Files arranged by service. **Program Record Number:** CRT BRO 165

### Canadian Program Certification

**Description:** Information on programs that have been certified as Canadian content. **Topics:** Program title, duration, production data, type of certification (Canadian, special recognition, dubbing of a foreign production done in Canada). **Access:** Files arranged in alphanumeric order by company name or applicant

name. Computerized data base accessible by title or by Canadian Program Certification number. An updated list of the files is available. An updated list of Canadian Program Certification Numbers produced by the Broadcast Analysis Directorate is also available on our Internet site ([www.crtc.gc.ca](http://www.crtc.gc.ca)). **Storage Medium:** Computer media and hardcopy. **Program Record Number:** CRT BRO 180

### Commission Proceedings

**Description:** Information on Commission proceedings dealing with broadcasting and telecommunications matters. **Topics:** Public notices; decisions; circular letters; telecommunications orders; and public hearing transcripts. **Access:** Files arranged by date, and location of public hearing. **Storage Medium:** Public hearing transcripts available on microfilm (1968-1981), audio tape (2-year retention period), and hardcopy, as well as on computer media. **Program Record Number:** CRT SEC 080

### Corporate Interventions

**Description:** Information necessary to register, code and track all interventions and comments filed with the Commission for the purpose of supporting or opposing or commenting on a broadcasting application, or in response to a broadcasting policy public notice. Further, information that may be simultaneously relevant to a number of different hearings and /or notices is retained. **Topics:** Name, address and telephone number of intervener (or agent); text of intervention; and related correspondence. **Access:** Computerized database can be accessed by applicant name, name or number of intervener or by using the interventions index. **Storage Medium:** Records are maintained for fifteen years except for books which are retained for two years. Files prior to 1996 are arranged by call sign in alphanumeric order for each broadcasting undertaking. Books with copies of interventions are arranged by date and location of public hearing and applicant name. Access to this information is restricted prior to publication of a Notice of Public Hearing or Call For Comments in the Canada Gazette. After publication, all broadcasting interventions are available for viewing at the CRTC's Public Examination Rooms. **Program Record Number:** CRT BRO 220

### Correspondence – Broadcasting, Telecommunications, General Complaints and Inquiries

**Description:** Correspondence from the public, licensees and other interested parties on any matter under the Commission's jurisdiction, not including interventions and comments related to applications or policy proceedings. Computerized database registers, tracks and reports on correspondence from receipt to completion. **Topics:** Complaints and inquiries concerning program content and scheduling,



advertising, channel line-ups, cable rates, telephone tariffs and agreements, quality of service, terms of service. **Access:** Computerized database allows extensive search and reporting capabilities. **Program Record Number:** CRT EXE 100

### Financial Data (Broadcasting)

**Description:** Information gathered from the Statistics Canada Annual Return for Television and Radio Programming Undertaking(s), including Networks, and for Broadcasting Distribution Undertakings. It is augmented by the CRTC Annual Return Supplement (pay television and specialty services annual returns) for Pay Television and Specialty Programming Services a CRTC Employment Equity Supplement for Television and Radio licensees, Broadcasting licensees and Pay Television and Specialty licensees, a CRTC Fixed Asset Supplement for rate-regulated cable systems, a CRTC Canadian Talent Development (CTD) Initiatives Supplement for radio systems and a CRTC Alcohol Advertising Supplement for radio systems. The Annual Return and CRTC Supplement are filed by November 30 of each year in compliance with CRTC Regulations.

**Topics:** 1) Financial Returns, of which (i) Cable Annual Returns for rate-regulated class 1 systems are available to the public and class 2 and 3 systems are protected information and not available to the public; (ii) Radio Annual Returns are protected information and not available to the public; (iii) Television Annual Returns are protected information and not available to the public; and (iv) most of the data fields on Pay Television and Specialty Programming Service Annual Returns are available to the public; 2) CRTC Fixed Asset Schedules, which provide a historical summary of a cable licensee's fixed assets, for rate-regulated class 1 systems are available to the public and for class 2 and 3 systems are protected information and not available to the public; 3) Corporate Returns, of which (i) Cable Financial Statements are available to the public if there is only rate-regulated class 1 systems under the licensee, as for licensee including class 2 and 3 systems are protected information and not available to the public; (ii) Radio Financial Statements are protected information and not available to the public; (iii) Television Financial Statements are protected information and not available to the public; and (iv) most of the data fields on Pay Television and Specialty Programming Services Financial Statements are available to the public. Access to protected information is restricted to the CRTC, Heritage Canada and Statistics Canada. **Storage Medium:** Hardcopy records are retained for twelve years, as opposed to six years for computerized records then destroyed by the CRTC. **Program Record Number:** CRT BRO 225

### Legal Correspondence and Advice

**Description:** The Legal Directorate's file management, legal opinions and correspondence systems. Information prepared and/or received by the Legal Directorate with respect to broadcasting, telecommunications and general matters of a legal nature. **Topics:** Correspondence and legal opinions with respect to legal advice given to the Commission. Access is limited internally to Counsel from the Commission's Legal Directorate, and Commission staff upon request and approval of responsible lawyer. **Program Record Number:** CRT EXE 105

### Licensing Application Support

**Description:** Information bank regarding the processing status of all broadcasting applications submitted to the CRTC, from receipt to disposition. The database also contains information regarding all broadcast decisions related to specific applications.

**Topics:** Broadcasting applications. **Storage Medium:** Computerized and hardcopy records are arranged as follows: radio by type: AM, FM (campus, community, ethnic, native, religious, etc.); television by type and call sign, specialty programming services, pay television; cable television and all other systems (e.g., multipoint distribution systems [MDS] and video-on-demand [VOD]) in alphanumeric order. Records are maintained for fifteen years, then destroyed by the CRTC.

**Program Record Number:** CRT BRO 230

### Mapping Data

**Description:** Information that permits the computerized (geographical) mapping of service areas of all broadcasting undertakings in Canada. **Topics:** Service areas, demographics, cable signal carriage, cable rates and number of subscribers. Access to the stand-alone computerized database is limited internally. Contractual agreement with data providers prohibits dissemination of some data and analysis. **Program Record Number:** CRT BRO 235

### Ownership System

**Description:** Information on the ownership and control structure for each Canadian broadcast undertaking (radio, television, cable television, specialty, pay television, direct-to-home, video-on-demand, etc.) and its related holdings in any distribution, production, film, publication, print, multimedia and communications ventures. Current information retained until superseded. **Topics:** Principal shareholders and holdings, administrators and executive functions including control; details of multiple ownership holdings; and securities. **Access:** Files arranged by company name including holding companies. Computerized database accessed by owner or corporate name with full cross-indexing. **Program Record Number:** CRT BRO 025

## Radio – Canadian Talent Development Contribution

**Description:** Canadian talent development contribution for radio broadcasters in Canada. **Topics:** Amounts of contribution required by condition of licence and the amount spent on an annual basis. **Access:** Computerized database arranged by licensee, station call sign, location and province. **Program Record Number:** CRT BRO 170

## Radio Assessment of Programming

**Description:** Information relating to the review of the logger tapes created by Canadian radio stations for the purpose of monitoring compliance. **Topics:** Canadian radio station logger tapes. Online on local access network. Access is limited internally. **Program Record Number:** CRT BRO 240

## Signal Carriage/Mediastats

**Description:** Information regarding cable television undertakings in Canada and the signals they are authorized to distribute. **Topics:** Demographics, signals carried, rates, subscribers. Computerized Stand Alone Database and Manual Information System. Access is limited internally. Contractual agreement prohibits dissemination of either data or analysis. **Program Record Number:** CRT BRO 195

## Statistical Information

**Description:** Information on all aspects of broadcasting and telecommunications in Canada. **Topics:** AM and FM radio; television and cable television; advertising; licensing; programming; pay television; telephone services; telecommunications carriers; communications satellites; demographics. **Program Record Number:** CRT BRO 085

## Technical Data

**Description:** Information concerning the operations and technical parameters of Canadian radio and television undertakings, including border area, United States FM radio and television operations, and listings of unused Canadian frequency allotments. **Topics:** Call signs, power and location of transmitters, signal interference, frequency allotments and other relevant engineering information. **Access:** Computerized and hardcopy records are arranged by location, licensee or applicant name. **Program Record Number:** CRT BRO 245

## Telecommunications Applications Tracking

**Description:** Information that records, monitors and provides status on telecommunications applications filed with the Commission. **Topics:** Agreements, tariff applications by federally-regulated carriers, rates, new tariff items and revisions, interrogatories, exhibits,

statistical reports and tariff committee agendas.

**Access:** Computerized and hardcopy files are arranged by applicant, subject, tariff number, and Public Notice or final Decision numbers, respectively. **Program Record Number:** CRT TEL 145

## Telecommunications Interventions and Comments

**Description:** Information that registers, codes and tracks all Telecommunications interventions or comments filed with Commission. **Topics:** Telecommunications interventions, comments and application types by various search combinations. Online internal access to local area network. **Program Record Number:** CRT TEL 150

## Television Programming

**Description:** Information bank that allows the CRTC to monitor the compliance and performance of Canadian television undertakings over the course of their licence term. **Topics:** TV, pay television and specialty services logs, Canadian content, conditions of licence and expectations. Online on local and wide area networks. Access is limited internally. **Program Record Number:** CRT BRO 250

## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

### Accounts and Accounting

### Acts and Legislation

### Administration

### Audits

### Budgets

### Buildings

### Buildings and Properties

### Classification of Positions

### Co-operation and Liaison

### Employment and Staffing

### Equipment and Supplies

### Finance

### Furniture and Furnishings

### Human Resources

### Occupational Health, Safety and Welfare

### Office Appliances

### Official Languages

### Pensions and Insurance

### Personnel

### Procurement

### Salaries and Wages



**Staff Relations****Training and Development****Utilities****Vehicles****Personal Information Banks****Access Request Data Bank**

**Description:** This bank contains the access request forms sent by individuals, the replies to such requests and information related to their processing. **Class of Individuals:** Members of the public who have made access requests to the Commission. **Purpose:** The bank is used for processing access requests only, and to report on the number of access requests received annually. **Retention and Disposal Standards:** Records are retained for two years and then destroyed.

**PAC Number:** 86-001 **TBS Registration:** 001820  
**Bank Number:** CRT PPU 060

**Annual Returns – Broadcasting**

**Description:** This bank contains financial information on individuals and/or companies authorized under the Broadcasting Act to own and operate broadcasting undertakings in Canada. **Class of Individuals:** Members of the public who have a financial or ownership interest in a broadcasting undertaking.

**Purpose:** For use in the preparation of financial analysis comments for the various public hearings held across the country with respect to the granting of licences for broadcasting undertakings; compiling and analyzing data on the broadcasting industry such as growth trends and industry performance; the assessment of annual licence fees to be paid by the licensees. **Consistent Uses:** None **Retention and Disposal Standards:** Records are retained for twelve years and then destroyed. **PAC Number:** 82-037 **TBS Registration:** 003716 **Bank Number:** CRT PPU 015

**Applicants File – Broadcasting**

**Description:** This bank contains information on the identification of applicants for broadcasting licences, investment (equity and/or securities) held by an applicant in a broadcasting undertaking and any other holdings, as well as explanations of the organization, service information, capital costs and facilities and financial operations information. **Class of Individuals:** Members of the public who are part of an application filed for a broadcasting licence. **Purpose:** To provide information on individuals and/or companies, partnerships, and individuals doing business under a registered name, relative to obtaining, renewing and amending a licence for a broadcasting undertaking in order to process the application. **Consistent Uses:** None. **Retention and Disposal Standards:** Records

are retained for fifteen years and then destroyed. **PAC Number:** 91-021 **TBS Registration:** 003718 **Bank Number:** CRT PPU 035

**Broadcast Correspondence Files**

**Description:** This bank contains comments, enquiries and complaints covering a wide range of topics, most of which are related to the Broadcasting Act and regulations under the Act. **Class of Individuals:** Members of the general public who wish to submit comments, enquiries and complaints to the Commission and broadcasting licensees. **Purpose:** The purpose of this bank is to maintain a record of correspondence with licensees, including AM and FM radio, television, cable, specialty services and pay television concerning programming matters such as logs, tape recordings of programs, commercials and Canadian content issues. **Consistent Uses:** None.

**Retention and Disposal Standards:** Records are retained for fifteen years and then destroyed. **Note:** This bank will be integrated into Complaints and Representation File Bank in the next edition of Info Source. **PAC Number:** 91-021 **TBS Registration:** 003723 **Bank Number:** CRT PPU 020

**Complaints and Representation File**

**Description:** This bank contains the name, address, as well as other personal details provided, of the person or agent, if any, lodging a complaint or wishing to make a representation to the Commission on any matter within its jurisdiction, as well as details on the nature of the complaint or representation. **Class of Individuals:** Members of the general public who file a complaint or make enquiries to the Commission and broadcasting licensees. **Purpose:** To maintain a record of any person who wishes to lodge a complaint with or make any representation to the Commission with respect to any matter that is not directed to any application before the Commission. Copies of many of the complaints are placed on a file available for examination by the public. **Consistent Uses:** None. **Retention and Disposal Standards:** Records are retained for fifteen years and then destroyed. **Note:** This bank will be combined with Broadcast Correspondence File next year. **PAC Number:** 91-021 **TBS Registration:** 003722 **Bank Number:** CRT PPU 005

**Complaints, Inquiries and Briefs – Telecommunications**

**Description:** This bank contains all information relevant to the submission, processing, investigation and disposition of complaints and inquiries from customers or users of telecommunications services furnished by the telecommunications companies under the Commission's jurisdiction. The bank contains all



correspondence between the Commission and the telecommunications company against which the complaint or inquiry is directed on such matters as quality of service, rates and charges, credit and collection practices. **Class of Individuals:** Members of the general public who submit complaints or enquiries to the Commission. **Purpose:** To maintain a depository for case files on telecommunications complaints and inquiries for the purpose of resolving disputes or responding to inquiries. **Consistent Uses:** None. **Retention and Disposal Standards:** Records are retained for ten years and then destroyed. **PAC Number:** 85-002 **TBS Registration:** 003717 **Bank Number:** CRT PPU 025

### Legal Directorate

**Description:** A record of prosecutions and investigations conducted by the Legal Directorate, as well as some of the material upon which such prosecutions and investigations were contemplated or carried out. It also provides a record of cases in which the Commission is involved on some other material relevant to such cases. **Class of Individuals:** Counsel of the Legal Directorate of the Commission and counsel from other departments or private firms. **Purpose:** To provide a record of legal opinions and advice given to the Commission by the Legal Directorate and other sources and to retain some of the material upon which such advice was given. **Consistent Uses:** None. **Retention and Disposal Standards:** In process. **PAC Number:** In progress. **TBS Registration:** 003720 **Bank Number:** CRT PPU 045

### Ownership Profiles – Broadcasting

**Description:** This file contains the name of the individual ownership shareholding, together with the location and type of undertaking (cable, AM, FM or TV) of those individuals authorized under the Broadcasting Act to own and operate broadcasting undertakings in Canada. **Class of Individuals:** Members of the public who have shares in a broadcasting undertaking. **Purpose:** For use in the preparation of ownership comments for the various public hearings held across the country with respect to the granting of licences for broadcasting undertakings. **Consistent Uses:** None. **Retention and Disposal Standards:** Records are retained for fifteen years and then destroyed. **PAC Number:** 91-021 **TBS Registration:** 003715 **Bank Number:** CRT PPU 010

## Manuals

- Financial Manuals
- File Classification Manual
- Informatics manuals
- Security Policy

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for information under these Acts may be directed to the CRTC's Access to Information and Privacy Coordinator at (819) 997-1540. Comments, complaints and general inquiries may be directed to CRTC Headquarters or to any of the Regional Offices, in person, by telephone or in writing, at:

### Headquarters

CRTC Client Services  
Ottawa, Ontario  
K1A 0N2

### Complaints and Inquiries:

Tel.: (819) 997-0313  
Toll-free: 1-877-249-CRTC (2782)  
TDD – Toll-free: 1-877-909-2782  
TDD: (819) 994-0423  
Fax: (819) 994-0218  
E-Mail: info@crtc.gc.ca

### Atlantic Region

Bank of Commerce Building  
1809 Barrington Street  
Suite 1007  
Halifax, Nova Scotia  
B3J 3K8

Tel.: (902) 426-7997  
TDD: (902) 426-6997  
Fax: (902) 426-2721

### Midwest Region

Kensington Building  
275 Portage Avenue  
Suite 1810  
Winnipeg, Manitoba  
R3B 2B3

Tel.: (204) 983-6306  
TDD: (204) 983-8274  
Fax: (204) 983-6317

Cornwall Professional Building  
2125 11<sup>th</sup> Avenue  
Suite 103  
Regina, Saskatchewan  
S4P 3K3

Tel.: (306) 780-3422  
TDD: (819) 994-0423  
Fax: (819) 994-0218

Standard Life Center  
10405 Jasper Avenue  
Suite 520  
Edmonton, Alberta  
T5J 3N4

Tel.: (780) 495-3224  
TDD: (819) 994-0423  
Fax: (819) 994-0218

### Ontario Region

55 St. Clair Avenue East  
6<sup>th</sup> Floor, Suite 624  
Toronto, Ontario  
M4T 1M2

Tel.: (416) 952-9096  
TDD: (819) 994-0423  
Fax: (819) 994-0218

### Pacific Region

580 Hornby Street  
Suite 530  
Vancouver, British Columbia  
V6C 3B6

Tel.: (604) 666-2111  
TDD: (604) 666-0778  
Fax: (604) 666-8322

### Quebec Region

Place Montreal Trust  
405 de Maisonneuve Boulevard East  
Montréal, Quebec  
H2L 4J5

Tel.: (514) 283-6607  
TDD: (514) 283-8316  
Fax: (514) 283-3689

General information on the CRTC, including daily releases, governing legislation and regulations, fact sheets on various topics and speeches, may be accessed on the web site at [www.crtc.gc.ca](http://www.crtc.gc.ca)

Please note: We now accept electronically filed interventions on specific applications or proposed policies issued by the CRTC via e-mail at [procedure@crtc.gc.ca](mailto:procedure@crtc.gc.ca)

If you wish to comment on these, write to the Secretary General, CRTC, Ottawa ON K1A 0N2 or send us a fax at: (819) 994-0218.

### Other information services:

Library & Documentation Centre  
1 Promenade du Portage  
Central Building  
2<sup>nd</sup> Floor  
Terrasses de la Chaudière  
Hull, Quebec

Tel.: (819) 997-4484  
Fax: (819) 994-6337  
E-Mail: [library@crtc.gc.ca](mailto:library@crtc.gc.ca)

Business Hours: Monday – Friday 08:30 – 16:30  
(wheelchair accessible)

For examination of applications, public hearing documentation, interventions and complaints files:

Public Examination Room  
Ground Floor  
1 Promenade du Portage  
Central Building  
Terrasses de la Chaudière  
Hull, Quebec

Tel.: (819) 996-2429

### Atlantic Region

Bank of Commerce Building  
1809 Barrington Street  
Suite 1007  
Halifax, Nova Scotia  
B3J 3K8

Tel.: (902) 426-7997

### Midwest Region

Kensington Building  
275 Portage Avenue  
Suite 1810  
Winnipeg, Alberta  
R3B 2B3

Tel.: (204) 983-6806

Cornwall Professional Building  
2125, 11<sup>th</sup> Avenue  
Suite 103  
Regina Saskatchewan  
S4P 3K3

Tel.: (306) 780-3422

Standard Life Center  
10405 Jasper Avenue  
Suite 520  
Edmonton, Alberta  
T5J 3N4

Tel: (780)495-3224

### **Ontario Region**

55 St. Clair Avenue East  
6<sup>th</sup> Floor, Suite 624  
Toronto, Ontario  
M4T 1M2

Tel.: (416) 952-9096

### **Pacific Region**

580 Hornby Street  
Suite 530  
Vancouver, British Columbia  
V6C 3B6

Tel.: (604) 666-2111

### **Quebec Region**

Place Montreal Trust  
405 de Maisonneuve Boulevard East  
Suite B2300  
Montréal, Quebec  
H3A 3J6

Tel: (514) 283-6607

## **Reading Room**

### **National Capital Region**

The Commission's Public Examination Room and Regional Offices have been designated under the Access to Information Act as public reading rooms.



# Canadian Security Intelligence Service

## Chapter 41

### General Information

#### Background

The Canadian Security Intelligence Service (CSIS) has operated pursuant to the Canadian Security Intelligence Service Act, since its inception in 1984.

#### Responsibilities

CSIS collects, analyzes and retains information and intelligence respecting activities that may on reasonable grounds be suspected of constituting threats to the security of Canada, and reports to and advises the Government of Canada in relation to these matters.

The Service also plays a role in providing security assessments to departments of the Government of Canada (in accordance with section 13 of the CSIS Act and government security policy) and may provide security assessments to the government of a province or any department thereof, any police force in a province, and to the government of a foreign state or institution thereof or an international organization of states or institutions thereof when a security clearance is a required condition of employment. As well, CSIS may advise any Minister of the Crown on matters relating to the security of Canada, or provide any Minister of the Crown with information relating to security matters or criminal activities that is relevant to the exercise of any power or the performance of any duty or function by that Minister under the Citizenship Act or the Immigration Act. It may also conduct such investigations as are necessary in order to provide security assessments or advice to Ministers. Further, CSIS may, in relation to the defence of Canada or the conduct of international affairs, assist the Minister of National Defence or the Minister of Foreign Affairs and International Trade, within Canada, in the collection of information or intelligence relating to the capabilities, intentions or activities of any foreign state or group of foreign states or any person other than a Canadian citizen or permanent resident, or corporation.

#### Legislation

- Canadian Security Intelligence Service Act

#### Organization

The Director, under the direction of the Minister, has the control and management of CSIS and all matters connected therewith. The Assistant Director, Secretariat

has the responsibility to support the activities of the Director and senior management. The Assistant Director Corporate has general responsibility for information management, internal security, management services, technical and scientific services. The Deputy Director Operations has responsibility for foreign liaison, human sources, operational support and the regional offices. The Assistant Director Operations reports to the Deputy Director Operations regarding the counter-terrorism, counter-intelligence, security screening, analysis and production programs. The Assistant Director Human Resources has overall responsibility for human resource programs.

### Information Holdings

#### Program Records

##### Corporate

**Description:** Information relating to information management, internal security, management services, technical and scientific services. **Topics:** Activities relating to policy, planning and coordination of matters prepared for the Director and senior management, including the development and maintenance of CSIS policy manuals, directives and external agreements; activities related to the management of information holdings; activities related to the security of information, personnel, facilities and other classified assets; and activities related to the development of security related equipment. **Access:** By subject matter. **Storage Medium:** Hardcopy and/or EDP systems. **Program Record Number:** SIS DDS 040

##### Human Resources

**Description:** Information relating to planning, organizing and coordination of the personnel services program. **Topics:** Activities relating to recruiting, staffing, classification, training and development, compensation and benefits, staff relations, official languages, employment equity and multiculturalism, career portfolio management, health services, employee assistance, occupational safety and health, and the employees' association. **Access:** By subject matter. **Storage Medium:** Hardcopy, EDP and/or microfiche. **Program Record Number:** SIS DDS 050

##### Operations

**Description:** Information relating to counter-terrorism and counter-intelligence programs, and regional operational activities in respect to these programs;

information relating to the identification and development of the government's operational requirements, the results and evaluations; information relating to intelligence analysis and production, operational support, human sources and the security screening programs. Public safety is the primary requirement. **Topics:** Activities relating to organizations and groups engaged in past, current and projected threats to the security of Canada as defined in the CSIS Act; briefly, activities relating to espionage or sabotage that is against or is detrimental to the interests of Canada; or, activities directed toward or in support of such activity; foreign influenced activities within or relating to Canada that are detrimental to the interests of Canada, and are clandestine or deceptive, or involve a threat to any person; activities within or relating to Canada directed toward or in support of the threat or use of acts of serious violence against persons or property for the purpose of achieving a political objective within Canada or a foreign state; and, activities directed toward undermining by covert unlawful acts, or directed toward or intended ultimately to lead to the destruction or overthrow by violence of the constitutionally established system of government in Canada. Information relating to disclosures of information to authorized recipients under Section 19 of the CSIS Act, including the coordination of CSIS responses to government institutions requesting assistance in preparing threat or risk assessments; activities relating to the maintenance of overall control and accountability for special operations involving the execution of powers under a federal court warrant; activities relating to the management of human sources; activities supporting the government's security clearance program, and activities supporting the government's citizenship and immigration programs. **Access:** By subject matter. **Storage Medium:** Hardcopy, microfiche and/or EDP systems. **Program Record Number:** SIS DDS 010

### Secretariat

**Description:** Information relating to legislative affairs, ministerial relations and Parliamentary liaison, internal review committees, communications, and the Access to Information and Privacy Act (ATIP) program. **Topics:** Activities relating to liaison with the Security Intelligence Review Committee, the Office of the Inspector General, Parliamentary committees or commissions, the target authority and warrant review committee; CSIS meetings held internally, interdepartmentally and internationally; ministerial correspondence, including housebook cards; media and public relations; disclosures/policy related to the administration of the ATIP program. **Access:** By subject matter. **Storage Medium:** Hardcopy and/or EDP systems. **Program Record Number:** SIS DDS 045

## Personal Information Banks

### Access Request Records

**Description:** This bank contains personal information on individuals who have submitted a formal request under the Privacy Act or Access to Information Act for access to information originally obtained or prepared by CSIS. Documents include access and correction requests, notations, consultations with other government institutions, third party notices, exemptions, exclusions, disclosures, complaints, documents prepared for Court, and other documents pertaining to the processing of the request. **Class of Individuals:** Individuals or authorized agents who have submitted a "Personal Information Request Form" or an "Access to Information Request Form" to a federal or provincial institution. **Purpose:** To process Personal Information Request Forms and requests under the Access to Information Act. **Consistent Uses:** Personal information may be used for the management of CSIS, research, audit, planning, evaluation and statistical purposes and to meet its legal reporting requirements. **Retention and Disposal Standards:** As a requirement of the Privacy Act Regulations, information is retained until all avenues of legal appeal have been exhausted with a minimum retention of two years. **PAC Number:** 85-001 **TBS Registration:** 001681 **Bank Number:** SIS PPU 020

### Canadian Security Intelligence Service Investigational Records

**Description:** This bank contains personal information on identifiable individuals whose activities are suspected of constituting threats to the security of Canada; on identifiable individuals who are or were being managed as confidential sources of information; on identifiable individuals no longer investigated by CSIS but whose activities did constitute threats to the security of Canada and which still meet the collection criteria stipulated in section 12 of the CSIS Act, and on identifiable individuals the investigation of whom relate to the conduct of international affairs, the defence of Canada or any state allied or associated with Canada or the detection, prevention or suppression of subversive or hostile activities. **Exempt Bank Status:** This bank has been designated as an exempt bank by Order-in-Council No.14 (CSIS) dated 26 November 1992. **Class of Individuals:** Individuals suspected of espionage or sabotage against Canada or the interests of Canada; individuals involved in foreign influenced activities within or relating to Canada that are clandestine or deceptive or involve a threat to any person; individuals involved in activities within or related to Canada directed toward the use of serious acts of violence to achieve a political objective within Canada or a foreign state; or individuals whose activities are directed toward the unlawful covert undermining, or the overthrow by violence, of the constitutionally established government system in Canada; or any other activities described in the definition of "threats to the



security of Canada" at section 2 of the CSIS Act; individuals identified relating to a national security concern, the defence of Canada or the conduct of the international affairs of Canada; and individuals who are confidential sources of information. **Purpose:** Collected under section 12 of the CSIS Act with respect to threats to the security of Canada; under section 15 concerning the collection of information for the purpose of providing advice pursuant to section 14; and under section 16 concerning the collection of information or intelligence relating to the capabilities, intentions or activities of foreign states and certain persons. **Consistent Uses:** CSIS may only disclose information it obtains if it does so in accordance with the controls of subsection 19(2) of the CSIS Act. First, it may disclose information for the purposes of the performance of its duties and functions under the CSIS Act or the administration or enforcement of that Act, or as required by any other law. The Service may thus disclose personal information to the Government of Canada, for example, as part of its duty to report, and give advice, thereto in relation to activities suspected of constituting threats to the security of Canada. Secondly, where the information in its possession may be used in the investigation or prosecution of an alleged contravention of the law, or where it relates to the conduct of Canada's international affairs or to the defence of Canada, then it may be disclosed to the appropriate police officials and Attorney General, to the Minister of Foreign Affairs and International Trade and to the Minister of National Defence, respectively. Thirdly, information may be disclosed where, in the opinion of the Minister, disclosure to any Minister of the Crown or person in the Public Service of Canada is essential in the public interest and that interest clearly outweighs any invasion of privacy that could result from the disclosure. Pursuant to section 13 and 14 of the CSIS Act, CSIS may also disclose information in the preparation of a domestic or foreign security assessment, or in providing advice under the Citizenship Act or Immigration Act. Personal information may also be disclosed to the Inspector General and the Security Intelligence Review Committee. Information in this bank may also be used for audit, research, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Information in this bank may be retained from two years to twenty years after the last action, subject to the retention and disposal schedules approved by the National Archivist. When files have been designated as historical, they may be transferred to the custody and control of the National Archives of Canada. **PAC Number:** 82-013 **TBS Registration:** 002872 **Bank Number:** SIS PPU 045

#### Canadian Security Intelligence Service Records

**Description:** This bank consists of information on individuals who came to the attention of the former RCMP Security Service while carrying out its responsibilities pertaining to informing the government

of national security concerns. This bank may also contain information on individuals who incidentally came to the attention of CSIS as a result of carrying out its mandate under section 12 and/or section 16 of the CSIS Act. This bank may contain information on individuals mentioned in reports related to probable unauthorized disclosure of, or unauthorized access to, classified information or assets. **Class of Individuals:** Defectors, human sources or individuals, the nature of whose actions or activities caught the attention of CSIS or of its predecessor, the former RCMP Security Service; individuals suspected of espionage or sabotage against Canada or the interests of Canada; individuals involved in foreign influenced activities within or relating to Canada that were clandestine or deceptive or involved a threat to any person; individuals involved in activities within Canada that were directed toward the use of serious acts of violence to achieve a political objective within Canada or a foreign state; or individuals whose activities that were directed toward the unlawful covert undermining, or the overthrow by violence, of the constitutionally established government system in Canada; individuals, other than Canadians or permanent residents, whose capabilities, intentions or activities regarding the defence of Canada or the conduct of international affairs are inimical to the interests of Canada. **Purpose:** Collected or obtained by CSIS or the former RCMP Security Service and retained by CSIS under section 12 concerning threats to the security of Canada or under sections 15 or 16 concerning the collection of information relating to the capabilities, intentions or activities of foreign states and certain persons. **Consistent Uses:** CSIS may only disclose information if it does so in accordance with the controls of subsection 19(2) of the CSIS Act. First, it may disclose information for the purposes of the performance of its duties and functions under the CSIS Act or the administration or enforcement of that Act, or as required by any other law. The Service may thus disclose personal information to the Government of Canada, for example, as part of its duty to report and give advice to the government regarding activities suspected of constituting threats to the security of Canada. Secondly, where the information in the Service's possession may be used in the investigation or prosecution of an alleged contravention of the law, or where it relates to the conduct of Canada's international affairs or to the defence of Canada, then the information may be disclosed to the appropriate police officials and to the Attorney General, the Minister of Foreign Affairs and International Trade, and the Minister of National Defence, respectively. Thirdly, information may be disclosed where, in the opinion of the Minister, disclosure to any Minister of the Crown or person in the Public Service of Canada is essential to the public interest, and that interest clearly outweighs any invasion of privacy that could result from the disclosure. Pursuant to sections 13 and 14 of the CSIS Act, CSIS may also disclose information in the preparation of a domestic or foreign security assessment, or in providing advice under the



Citizenship Act or the Immigration Act. Information in this bank may also be used to assist foreign and domestic agencies, on request, through agreements established under section 17 of the CSIS Act. (See Classes of Personal Information at the end of this Chapter) Personal information may also be disclosed to the Inspector General and to the Security Intelligence Review Committee. This bank may be used as a source of information or for linking with other information sources for the purposes of fulfilling CSIS's legislated mandate. This information may also be used for audit, research, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** Information in this bank is under continuous review and files are disposed of in accordance with the retention and disposal schedules approved by the National Archivist. When files have been designated as historical, they may be transferred to the custody and control of the National Archives of Canada. **PAC Number:** 82-013 **TBS Registration:** 000837 **Bank Number:** SIS PPU 015

### Complaints Against CSIS or Its Employees

**Description:** This bank contains complaints communicated to CSIS, the Security Intelligence Review Committee (SIRC) or the Office of the Solicitor General of Canada against CSIS or its employees, and any record generated to resolve such complaints that is under CSIS control. In addition to the requirements indicated on the Personal Information Request form, individuals must provide the location where the complaint was reported and the nature of the complaint to retrieve the information of interest for processing.

**Class of Individuals:** Individuals involved in complaints against CSIS or its employees. **Purpose:** To determine the validity of complaints and to record any corrective measures taken, including recommendations for disciplinary or misconduct proceedings. **Consistent Uses:** Used in disciplinary and misconduct processes under the CSIS Act. The SIRC or the Inspector General may also use information in this bank to conduct investigations of CSIS. Information in this bank may also be used for the management of CSIS, research, audit, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** A minimum of twelve years after the last documentation on the individual complaint file, then transferred to the National Archives of Canada. **TBS Registration:** 002762 **Bank Number:** SIS PPU 035

### CSIS Candidates

**Description:** This personal information bank contains recruitment documents or applications for employment with CSIS and any related correspondence. This bank may also contain personnel or staffing interviews, polygraph tests, psychological tests, test results, analysts' reports and security assessment advice. Please note that disclosure of psychological and polygraph tests are achieved through your personal examination of the test(s) in the presence of a

designated practitioner. Instructions on how to contact the designated practitioner will be issued during the access request process, unless you specify that you do not want access to one or either of the tests. **Class of Individuals:** Potential CSIS candidates. **Purpose:** To meet the administrative and/or operational needs of CSIS. **Consistent Uses:** Information may be transferred to an employee bank if the individual is offered and accepts employment. The candidate's skills may be assessed and, if deemed suitable, may be invited to serve in a capacity other than the position or level of initial interest. Some information in this bank may be used to verify attempts to infiltrate CSIS. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Retained a minimum of two years. However, unsolicited applications are destroyed after six months. **PAC Number:** 78-001 **TBS Registration:** 000839 **Bank Number:** SIS PPU 025

### Post Contract Evaluation

**Description:** This bank contains information relating to suppliers providing a variety of goods and services including EDP hardware, software and consulting support; technical equipment; general property management. This bank contains names, addresses, telephone numbers, supplier capabilities, and post contract evaluations that include quality of goods and services, timeliness, management, security and safety in contract performance. **Class of Individuals:** Suppliers of goods and services. **Purpose:** To determine whether or not to consider suppliers of goods and services for a potential contract. **Consistent Uses:** This information is used to evaluate supplier's contract performance for the purpose of determining whether or not to consider certain suppliers for the provision of goods and/or services. Information in this bank may also be used as a source of information in respect to the CSIS 'Self Protection Activity' bank or the 'Security and Integrity of Government Property, Personnel and Assets' bank. **Retention and Disposal Standards:** The records in this bank are retained for a period of six years, and then disposed of in accordance with the schedule approved by the National Archivist. **PAC Number:** 86-001 **TBS Registration:** 004036 **Bank Number:** SIS PPU 060

### Security and Integrity of Government Property, Personnel and Assets

**Description:** This bank contains personal information on individuals in contact with CSIS whose actions have raised concern about the security and integrity of government property, personnel or assets. This bank may contain letters, notes, facsimile copies, contact reports and related correspondence, and access control data or examination results of telephone use that has been used in a decision-making process. **Class of Individuals:** Individuals of concern regarding the security and integrity of government property,

personnel or assets and CSIS employees who were the object of such actions. **Purpose:** This information was compiled as an aid to internal security investigations of alleged breaches of security or in relation to the safety and integrity of government property, personnel and assets. **Consistent Uses:** Information may be disclosed to the accredited police agency having local jurisdiction of an incident. Information in this bank may be matched with information from other CSIS personal information banks for the purpose of preserving the security of Canada or CSIS internal security. **Retention and Disposal Standards:** The records in this bank are retained for a period of five years, ten years for access control data, and then disposed of in accordance with the schedule approved by the National Archivist. **TBS Registration:** 003632 **Bank Number:** SIS PPU 055

### Security Assessments/Advice

**Description:** This bank contains personal information on individuals who are or have been the subject of a request for a security assessment for pre-employment/employment with federal government departments and the private sector working under federal government contracts, when a security clearance is a required condition of employment. This includes information obtained during internal quality control investigations. Similar records are held in respect to security assessments required by a provincial government, a foreign state, or an international organization of states. This bank may also contain criminal records, credit bureau results, security analyses, security assessments and investigative reports, related correspondence and a notation of the level of security clearance granted. In addition, this bank may hold information on persons subject to security assessment or advice relative to the Citizenship Act or Immigration Act. **Class of Individuals:** Persons for whom CSIS was asked to provide a security assessment or advice for pre-employment/employment, including contract and company personnel working under federal government contracts; CSIS and CF/DND employees; individuals requiring access to internationally protected persons, VIPs and special events; the Parliamentary Precinct and the restricted areas of airports; individuals who would seek admittance or to remain lawfully in Canada; and individuals seeking citizenship. By virtue of the screening process, personal information may be held on individuals who are not themselves the subject of the security assessment. **Purpose:** Collected under section 15 of the CSIS Act to provide security assessments pursuant to section 13 or advice pursuant to section 14 of the Act. **Consistent Uses:** Pursuant to sections 19(2), 13 and 14 of the CSIS Act, CSIS may disclose information or may match information in the preparation of a domestic or foreign security assessment or in providing advice pertinent to the Citizenship Act or Immigration Act or where the information relates to the conduct of the international affairs of Canada, to the Secretary of State for External Affairs, or where the information is relevant to the

defence of Canada, to the Minister of National Defence. It may also be used for data matching, or for the purposes of conducting lawful investigations in matters which may on reasonable grounds, be suspected of constituting threats to the security of Canada and in other lawful investigations. In addition, information may be provided to the Inspector General and the Security Intelligence Review Committee, the Federal Court and the Supreme Court. This information may also be used for research, audit, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Information in this bank may be retained from two years to twelve years from the last updating, and then disposed of subject to the Retention and Disposal schedules approved by the National Archivist. When files have been designated as historical, they may be transferred to the custody and control of the National Archives of Canada. **PAC Number:** 82-013 **TBS Registration:** 000835 **Bank Number:** SIS PPU 005

### Self Protection Activity

**Description:** This bank contains personal information on individuals in contact with CSIS with a view of providing services directly or through contract to CSIS. The information may include the individual's name, any aliases and other personal identifiers. Under subsection 16(2) of the Privacy Act, CSIS consistently responds to all applicants in a manner that neither confirms nor denies the existence of personal information in this bank, regardless of whether or not personal information about the applicant exists in this bank. **Class of Individuals:** Individuals in contact with the Service. **Purpose:** The purposes for which the information in this bank was recorded is in support of CSIS's counter intelligence program. The information will allow CSIS to better protect itself from infiltration by hostile foreign services and others whose interests are inimical to the interests of Canada. **Consistent Uses:** Information in this bank may be used in support of CSIS's counter intelligence program. Information in this bank may also be used for audit purposes. **Retention and Disposal Standards:** Information in this bank will be retained for a minimum of ten years, and destroyed when considered to be of no further value. Related to: SIS DDS 010 **TBS Registration:** 003297 **Bank Number:** SIS PPU 050

### Classes of Personal Information

In the course of carrying out the daily investigative activities and functions of the Canadian Security Intelligence Service, personal information may be accumulated such as in the security assessments and crisis management programs which are not described in the specific personal information banks. This information is not used for an administrative purpose affecting an individual, and can include names, addresses and other identifying data in a record. Such information is only retrievable if full



specifics are provided concerning the subject matter. The retention period for this form of information is in accordance with the retention and disposal schedules approved by the National Archivist.

Unsolicited opinions or requests for information are received by the Service. This information is not used for an administrative purpose, other than to respond in some instances to the originator. This correspondence is stored in a file associated with the subject matter, and is disposed of in a manner authorized by the National Archivist.

Some interview clips on video cassettes purchased from the Public Service Commission are being used to help English and French speaking CSIS employees to prepare for oral interaction tests conducted as an administrative measure in support of the CSIS official languages program. The personal information in the cassettes is not being used for an administrative purpose respecting any of the individuals presented in the videos.

Under the National Archives Act, index cards, registers and automated ledgers and indices are required to be created on all files opened by the Service since its inception. They contain general information such as the file numbers, titles, file creation and disposition dates. These personal information holdings serve as an information management tool that is created and used to account for the opening and disposition of each file. The index cards and registers are retained for a period of time after the disposition of the information holdings itself. An individual wishing access to the general information about themselves that may be contained in the index cards and registers is required to provide the file number or sufficiently specific information as to render it reasonably retrievable.

## Manuals

- Administration Manual
- Human Resources Manual
- Immigration Screening Profiles Manual
- Operational Manual
- Security Policy Manual
- Security Screening Procedures Manual

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Date and place of birth must be included in any request made under the Privacy Act to verify that it is you, and not someone else, asking for the information.

## Reading Room

The Solicitor General's reading room contains records supplied by CSIS under the Access to Information Act. The address is:

Access to Information and Privacy Co-ordinator  
Solicitor General Canada  
Sir Wilfrid Laurier Building  
1<sup>st</sup> Floor  
340 Laurier Avenue West  
Ottawa, Ontario  
K1A 0P8



# Canadian Space Agency

## Chapter 42

### General Information

#### Background

The Act of Parliament establishing the Canadian Space Agency was proclaimed into force on December 14, 1990. The Canadian Space Agency was created from divisions of the former Ministry of State for Science and Technology (MOSST), the National Research Council of Canada (NRC), the Department of Communications (DOC) and Energy Mines and Resources (EMR).

#### Responsibilities

The Canadian Space Agency is committed to leading the development and application of space knowledge for the benefit of Canadians and humanity.

To achieve this, the Canadian Space Agency will promote an environment where all levels of the organization will:

- pursue excellence collectively;
- advocate a client-oriented attitude;
- support employee-oriented practices and open communications;
- commit to both empowerment and accountability;
- Pledge to cooperate and to work with partners to our mutual benefit.

#### Legislation

- The Canadian Space Agency Act

#### Organization

##### Executive Office

###### ◆ President's Office

The mandate of the President's Office is to ensure that the Agency is effective in meeting the Government's objectives for the Canadian Space Program, particularly in the use of space technology to meet Canadian needs and the development of an internationally competitive space industry; and that the Programs of the Agency are delivered efficiently.

###### ◆ Executive Vice-President's Office

The mandate of the Executive Vice-President's Office is to support the President in meeting the Government's

objectives for the Canadian Space Program, particularly in the use of space technology to meet Canadian needs and the development of an internationally competitive space industry; and that the Programs of the Agency are delivered efficiently.

##### Core Functions

###### ◆ Canadian Astronaut Office

The mandate of CAO is to develop and maintain human space flight expertise to meet the needs of the Canadian Space Program; participate in Canadian Space Program activities that rely upon or benefit from knowledge, skills, and attitudes of trained astronauts; maintain and enhance Canadian expertise in space medicine in support of Canadians in the human exploration of space; increase public awareness of the Canadian Space Program and its benefits; and advocate a Canadian economy based upon innovation and advanced education.

###### ◆ Space Operations

Provide an environmental test facility capable of meeting current and emerging needs of Canada's space community and the nation's space related objectives and operates the space and ground segments of the space-related assets of the CSA.

###### ◆ Space Science

The mandate of this Branch is to advance the knowledge of space through science and to ensure that the space science and technology provide social and economic benefits to Canada.

###### ◆ Space Systems

The Space Systems Branch provides project management, engineering management and engineering services at the system-level (including missions, hardware, software, human-in-the-loop, facilities and services) to deliver and commission space qualified systems for CSA. It manages medium and large engineering projects also, it provides expertise in project management, engineering management and engineering services at the system-level to other functions of the CSA for small engineering projects.

###### ◆ Space Technologies

The Space Technologies Branch is the functional center for technical expertise within the Agency. It ensures the development of space technologies to enhance

Canadian industrial competitiveness and to support Canadian space programs.

## Executive Functions

### ♦ Audit, Evaluation and Review

Assist Senior Management to improve the performance of, and enhance accountability for, the Agency's mission and objectives.

### ♦ Corporate Management

Conduct financial planning and analysis, budget preparation, financial control, accounting & reporting, develop and manage financial policies, systems, procedures and controls, act as official Spokesperson with Treasury board, manage the Business Planning cycle, provide regular, integrated comprehensive status on Agency performance against Business Plans and provide Executive Secretariat services (PCO type).

### ♦ Communications

- Support the entire CSA's communications towards the objectives of the CSA, the Government of Canada and the responsible Minister through:
- Supporting the CSA's executive management in communications decision-making;
- Developing and implementing operational and strategic communications plans at the corporate and program levels;
- Coordinating with the Minister of Industry's office and Central Agencies;
- Developing and implementing policies and procedures; and
- Providing services to the major activity sectors of the CSA as close to the clients as possible.

### ♦ Strategic Development

The mandate of the Strategic Development Directorate is to plan future activities of the Canadian Space Agency by defining objectives, priorities, policies and strategies for the five service lines of the Canadian Space Program: Earth and Environment; Space Science; Human Presence in Space; Space Technology; Satellite Communications.

### ♦ External Relations

The External Relations Directorate manages the strategic relationships between the Canadian Space Agency and its domestic and international partners. Key mandates include the development and implementation of policies and strategies relating to cooperation partnerships with domestic stakeholders (Federal and Provincial Governments, industry and academia) and

international agencies and industries, as well as support to the commercial initiatives of Canadian space companies on world markets. In connection with the latter, the Directorate provides strategic and timely information to industry and other stakeholders.

### ♦ Government Liaison

Responsible for relations with Government elements in the National Capital: Office of the Minister of Industry, Departments & Agencies in the Industry Portfolio, and Central agencies of the Government of Canada and other government departments. Government Liaison ensures that the CSA is a valuable contributing member of the Portfolio, ensures appropriate CSA involvement in Government policy development, and assists in gaining Government support for CSA initiatives. It also represents an administrative link to the Industry Minister's Office and central agencies, and provides support to CSA staff visiting the National Capital.

## Corporate Functions

### ♦ Administration

Manage the Agency's facilities and telecommunications, ensure the physical security of the Agency's facilities and assets, manage the Agency's procurement and contract management activities, manage and maintain the Agency's corporate memory physical and electronic holdings database and manage the information technology infrastructure for the Agency.

### ♦ Human Resources

Guide and support the overall management of the Human Resources required to implement the mission of the CSA.

### ♦ Legal Services

Provide CSA with legal expertise on all aspects of its operations.

## Information Holdings

## Program Records

### Executive Office

#### President's Office

**Description:** Working papers, memoranda, correspondence and reports on the administration and operation of the Agency, Information on visits, lectures, gifts, interviews, correspondence with the Minister, agenda, minutes and documents pertaining

to executive committee and managers' meetings.

**Topics:** General Administration, speeches, audits.

**Program Record Number:** SPA PRE 005

### Executive Vice-President

**Description:** Working papers, memoranda, correspondence and reports on the administration and operation of the Agency, Information on visits, lectures, gifts, interviews, correspondence with the Minister, agenda, minutes and documents pertaining to executive committee and managers' meetings.

**Topics:** General Administration, speeches, audits.

**Program Record Number:** SPA PRE 010

## Core Functions

### Canadian Astronaut Office

**Description:** Correspondence, Memoranda of Understanding, Letters of Agreement, Policies and Procedures, Financial Records, Technical material, Presentations/Speaking Engagements. **Topics:** Records related to the following topics: Astronaut Support; Shuttle/International Space Station Flights, Training, Assignments/Activities; Logistic support for Canadian astronauts flights; Operational Space Medicine; Medical Operations, Research and Development Projects, Aerospace Medicine Training.

**Program Record Number:** SPA OPE 020

## ◆ Space Operations

### David Florida Laboratory – Administration

**Description:** Correspondence; reports and memoranda pertaining to policies, contracts, test programs, program forecasts, and other administrative matters as they pertain to the overall operation of the laboratory. **Topics:**

Policy; general correspondence; inquiries; visits/tours; facility use and loan agreements; co-operation and liaison with industry, federal departments, universities, associations, international organizations, and countries; technical support; resource documents; conferences and seminars; buildings and properties; equipment and supplies; and facility documents. **Program Record**

**Number:** SPA APP 050

### David Florida Laboratory – Operations

**Description:** Correspondence and documents on the operation of the individual test facilities (i.e. thermal vacuum, vibration, radio frequency). **Topics:**

Environmental testing/space simulation; thermal vacuum (infrared testing, outgassing studies, helium leak detection); (structural vibration, modal analysis, shock testing, static load, seismic block); radio frequency (passive intermodulation measurements, electromagnetic interference/compatibility, radar cross section measurements, spherical near field measurements); mass properties measurements (vertical and horizontal axis measurement systems); integration facilities (high bays, class 100,000 clean

rooms); quality assurance; Data acquisition/data processing systems; inquiries and results of various subsystem and spacecraft level testing. **Program**

**Record Number:** SPA APP 055

## SATELLITE OPERATIONS – GENERIC

**Description:** Information on Satellite Control, Telemetry, Tracking and Commanding (TT&C) and mission planning and exploitation for Canadian missions and support to international missions, and on the management of Canadian participation in International Charter, Space and Major Disasters. **Topics:** Configuration management, ground control facilities, operations development and management, simulation facility, mission policies, plans and procedures, sensor data development, marketing and management, Charter Board and Secretariat meetings. **Program Record Number:** SPA OPE 035

## RADARSAT 1

**Description:** Information on the management of Canadian participation in the RADARSAT Program; the provision of international and national agreements and all technical research and development within the RADARSAT Program. **Topics:** Configuration management, equipment – ground systems and antennas – operations and maintenance, simulation facility, tests and integration, mission planning and systems operations, mission data base, working groups, committee meetings and document reviews, regional development and remote sensing data exploitation, marketing and commercialization.

**Program Record Number:** SPA OPE 025

## Space Science Program

**Description:** Information, correspondence, memoranda and reports related to project planning, program forecasts, the management of the Space Science Program, international and national agreements and all technical research and development within individual projects. **Topics:** Policy; general correspondence inquiries; administration and operation of the Division; visits; lectures; papers and talks; publicity; financial records; agreements and memoranda of understanding; co-operation and liaison with associations, international organizations and countries; speaking engagements; seminars; committees; finance, shuttle operational flights, equipment, training, technical definitions; engineering studies; satellite projects; space science program Development; Canadian Auroral Network for the Observation of Plasmas in the Upper Atmosphere and Space (CANOPUS) Data Analysis Network; Suprathermal Ion Mass Spectrometer (SMS); Geoelectrodynamics and Electro-Optical Detection of Electron and Suprathermal Ion Currents (GEODESIC); Thermal Plasma Analyzer (TPA) for the Nozomi satellite; Space Exploration Remote Manipulator System; Wind Imaging Interferometer (WINDII); Measurement of Pollution in the Troposphere (MOPITT); Optical Spectrograph and Infrared Imaging System (OSIRIS) for the ODIN satellite; Middle



Atmosphere Nitrogen Trend Assessment (MANTRA); SCISAT-1; CloudSat; VLB Space Observatory Program (VSOP); Fine-Error Sensors (FES) for the NASA Far Ultra Violet Spectroscopic Explorer (FUSE) program; Microvariability and Oscillations of Stars (MOST); Balloon Anisotropy Measurement (BAM); Insect Habitat (IH); Hoffman Reflex Experiment (H-Reflex); Aquatic Research Facility (ARF, ARF-2); Osteoporosis Experiments in Orbit (OSTEO, OSTEO-2); European Research in Space and Terrestrial Osteoporosis (ERISTO); Extravehicular Activity Radiation Monitors (EVARM); Torso Rotation Experiment (TRE); Neurolab/ (Visuo-Motor Coordination Facility) (VCF); Radiation Biology; Human Physiology; Microgravity processes in Fluid Dynamics, Chemistry, Crystal Growth, Metals and Alloys, Glasses and Ceramics, Biotechnology and Combustion; Motion Isolation Mount (MIM); Microgravity vibration Isolation Mount Base Unit (MIMBU); Microgravity Vibration Isolation System (MVIS) for ESA's Fluid Science Laboratory (FSL); Advanced Thermal Environment (ATEN) furnace; Spacebound microgravity conferences; Parabolic Aircraft (Falcon & KC-135); Protein Crystallisation. **Program Record Number:** SPA APP 065

## ◆ Space Systems

### Central Function

**Description:** Information on Policies, Procedures and Practices (PPPs), and financial and human resources. **Topics:** Project management, Systems Engineering Management, Configuration Management Operations Engineering Management, Safety and Mission Assurance Management, and International Space Station Commercialization. **Program Record Number:** SPA OPE 040

### Space Station Program Office

**Description:** Information on the management of Canadian participation in the Space Station Program; the provision of the Mobile Servicing System, including international and national agreements, technical research and development within the Space Station Program. **Topics:** Configuration management, space robotics, Space Station studies, space station assembly and maintenance systems, simulation, ground control facilities, NASA working groups, panel meetings and document reviews. **Program Record Number:** SPA OPE 030

### RADARSAT – 2 Program

**Description:** Information on the management of Canadian RADARSAT-2 Program; provision of national agreements and all technical research and development within the RADARSAT-2 Program. **Topics:** Program Management, System Engineering, Configuration management, Data Access Control Policy & associated legislation, RADARSAT-2 Feasibility Studies, ground systems, simulation facility, tests and integration, SAR antenna development & technology, working groups,

panel meetings and document reviews, industrial & regional development and technology exploitation.

**Program Record Number:** SPA OPE 045

### Space Technologies

**Description:** Information, correspondence, memoranda and reports related to project planning, program forecasts, the management of Space Technology, international and national agreements and all technical research and development within individual projects. The holdings of the branch office include administration, personnel and finance for the Branch. There are also general files on committees, international cooperation and agreements, contracts, inter-departmental coordination and ESA programs. **Program Record Number:** SPA APP 070

### Space Technologies – Spacecraft Engineering

**Description:** Correspondence, memoranda, and working papers: general directorate correspondence; DOC – Agency; EMR – Agency MOU's and correspondence. **Topics:** Current research activities include: dependable processing systems, knowledge based systems, control of large space structures, robot controls, sensor technology, materials & structures, thermal control technology, composite materials, dynamics/test of space structures, robot dynamics, and in-orbit characterization of SSRMS. **Program Record Number:** SPA APP 060

### Spacecraft payloads

**Description:** Correspondence, memoranda, working papers and reports related to projects. **Topics:** General directorate correspondence; CRC, NRC and NSERC-Agency MOU's correspondence concerning current research activities: far infrared laser, bolometric detectors, detector passive cooling techniques, laser range finder, optical data processing techniques, optical fiber system elements, optical sensors for remote sensing, selective optical coatings, 3D-vision systems, object recognition systems, spacecraft payloads systems group, RF technology group, digital technology group, high-temperature superconductive multiplexer, power transistor development, solid-state power amplifier (X-band), digital modular (X-band), passive intermodulation (PIM), radiation damage to gallium arsenide, space qualification of GaAs devices, satellite system modelling, remote sensing microwave instruments, dual-polarization antenna, smallsat cost reductions. **Program Record Number:** SPA APP 080

## Executive functions

### Audit, Evaluation and review

**Description:** Correspondence, reports, studies, memoranda. **Topics:** Internal audit, evaluation studies, review matters, performance measures. **Program Record Number:** SPA COR 241

## Communications

**Description:** Correspondence, reports, memoranda, general inquiries and requests from individuals and organizations. **Topics:** General correspondence; Annual Reports; Industry directories; mailing lists; communications strategies; publications; A/V documents; speeches; exhibitions. **Program Record Number:** SPA EXT 100

## Strategic Development

**Description:** Correspondence, Feasibility and market studies, program proposals, project documentation. **Topics:** Information relating to new Canadian space activities/programs and applications. **Program Record Number:** SPA EXT 200

## ◆ External Relations

### Research and Analysis

**Description:** Studies, reports, analysis. **Topics:** Potential economic spin-offs of major space-related projects. **Program Record Number:** SPA EXT 105

### European Space Agency

**Description:** Correspondence, reports, memoranda, general inquiries and requests from industries relevant to Canada's membership in the European Space Agency. **Topics:** General correspondence, Statutes, Annual reports, Council deliberations; ESRIN; financial data, reports of committees, progress reports on projects, contracts to Canadian firms, etc. **Program Record Number:** SPA EXT 110

### Industrial Policy and Relations with Stakeholders

**Description:** Correspondence, reports, memoranda, general inquiries and requests from industries and scientific organizations pertaining to economic and financial aspects of private organizations. **Topics:** General correspondence, Annual Reports; Industry directories; regional conferences. **Program Record Number:** SPA EXT 120

### International Relations

**Description:** Correspondence, reports, memoranda, general inquiries and requests from industries and foreign organizations relevant to Canada's space cooperation activities with foreign countries and organizations. **Topics:** Foreign Agencies Annual Reports, documents on foreign space activities and programs; NASA; NASDA; (etc); Cooperation arrangements and MOU's; minutes of steering committees, Panels, working and ad hoc groups meetings. **Program Record Number:** SPA EXT 125

### International Space University

**Description:** Correspondence, reports, course catalogues, memoranda, general inquiries and requests from individuals, relevant to Canada's contribution to

the International Space University activities. **Topics:** General correspondence, Annual reports, Canada's contributions, Canadian ISU foundation; ISU permanent campus; ISU summer sessions. **Program Record Number:** SPA EXT 130

### Regional Distribution

**Description:** Correspondence, reports, memoranda, and data on the regional distribution of Canadian Space Program expenditures. **Topics:** General correspondence, regional distribution of space and space-related contracts and expenditures; industry team; Government team; SPAR MOU; database. **Program Record Number:** SPA EXT 145

### Space Agency Forum

**Description:** Correspondence, reports, memoranda, general inquiries and requests from individuals, national and international organizations relevant to the Space Agency Forum activities. **Topics:** General correspondence, reports of the Space Agency Forum, Hand-out for distribution; preparation and organization of meetings, participation in working groups. **Program Record Number:** SPA EXT 135

### Government Liaison (Ottawa)

**Description:** The files contain ministerial and parliamentary relations' information. **Topics:** Ministerial memoranda, Memoranda to Cabinet, Treasury Board Submission, Written and Oral Anticipated Questions, Correspondence. **Program Record Number:** SPA COR 205

## Corporate Functions

### Human Resources

**Description:** Correspondence, reports, memoranda, general inquiries. **Topics:** Organization charts, job descriptions, position classifications, staffing, planning, training, development, equity, redeployment, competition posters. **Program Record Number:** SPA COR 215

## ◆ Administration

### Contracts Administration

**Description:** The files contain general correspondence, proposals and evaluations, contracts and purchase orders with industry. **Topics:** Correspondence contracts for professional services and purchase orders for materials, equipment and supplies. **Program Record Number:** SPA COR 200

### EDP Operations

**Description:** Information on the operation of the Division. **Topics:** Administration and Scientists requirements; strategies, standards, policies, computer hardware/software, data communication, office automation, database management, EDP training,



computer maintenance, technical support, computer needs, system development, internal and external EDP Professional consultants, future planning. **Program Record Number:** SPA COR 220

#### Facilities Management and Telecommunications

**Description:** In accordance with Treasury Board and CSA policies, provide facilities and telecommunications service to all CSA employees. **Topics:** Processing requests regarding office disposition services, telephone system services, vehicle fleet management, parking management and forms management. **Program Record Number:** SPA COR 210

#### Inventory Control, Customs and Excises

**Description:** Coordination and steering of programs for Life Cycle Material Management of assets throughout the Agency. **Topics:** Statistics on Agency assets, movement of material on international level, recording and documenting capital acquisitions through crown research projects and grants establishing up to date information on equipment used throughout the Agency. **Program Record Number:** SPA COR 225

#### Records Management

**Description:** Information on the planning, development and implementation of records and of information systems and programs including related services. **Topics:** Records classification scheme, records retention schedules, equipment relating to records, retrieval and reference services, mail and messenger services, review and analysis of forms. **Program Record Number:** SPA COR 240

#### Security

**Description:** The security Division is responsible for administering the Canadian Government Security Policy for the various programs of the Canadian Space Agency. It has responsibility to develop policies and procedures in the areas of access control, physical security, security of personnel, security of material, security of information technology, security of informatics and communications security. **Topics:** Data files are kept on the following topics; PROTECTED personnel information in support of the security clearance program, general investigation reports and general correspondence documents. **Program Record Number:** SPA COR 235

## Personal Information Banks

### ◆ Space Science

#### Space Science

**Description:** This bank contains information on Committee Membership, information regarding names, affiliations, and primary disciplines of all individuals nominated for service on Advisory Committee. **Class of**

**Individuals:** Employees of the Institution and members of its Advisory Committee. **Purpose:** The purpose of this bank is to maintain general information on individuals who are not employed by the institution but who serve on its Advisory Committee. **Retention and Disposal Standards:** 5 years **TBS Registration:** 003060 **Bank Number:** SPA PPU 010

### ◆ Administration

#### Access to Information and Privacy Requests

**Description:** This bank contains requests submitted by individuals seeking access to information under the Access to Information Act and the Privacy Act; replies to such requests; and information relating to their processing. **Class of Individuals:** Individuals submitting requests for access to information under the Access to Information Act and the Privacy Act. **Purpose:** The information is used to process formal access requests in accordance with the Access to Information Act and the Privacy Act. **Consistent Uses:** This bank is also used to report to Treasury Board and to Parliament on access requests received under the Access to Information Act and the Privacy Act; to verify the identity of requesters; and for purposes of consultations with other government institutions. **Retention and Disposal Standards:** 2 years after request is finalized. **TBS Registration:** 003061 **Bank Number:** CSA PPU 020

#### Contracts between CSA and individuals

**Description:** The files contain correspondence, proposals, contracts, financial transactions and interim and final reports. **Class of Individuals:** Members of the general public who submit proposals for work to be performed for the Canadian Space Agency. **Purpose:** To negotiate and award contracts, to provide information on payments of contracts and to administer contracts. **Retention and Disposal Standards:** 6 years **TBS Registration:** 003062 **Bank Number:** SPA PPU 015

#### Reliability/Security Investigation File

**Description:** This bank contains personal data, such as criminal records, investigative report, credit check reports, related correspondence, notations of the level of security clearance and reliability check granted, and Security Clearance Review Board documentation. **Class of Individuals:** Members of the general public and some members of other government departments who have applied for a pre-employment/ employment security clearance or reliability check. **Purpose:** The purpose of this bank is to maintain investigative documentation necessary to assess an individual's loyalty and reliability to Canada from a departmental security clearance viewpoint in order to grant access to classified material and to assess reliability as a condition of employment and for permitting access to designated information or valuable assets. **Consistent Uses:** The information in this bank may be used in matters which, on reasonable grounds, may be



suspected of constituting threats to the security of Canada or the Canadian Space Agency; information may also be used in other lawful investigations.

**Retention and Disposal Standards:** 5 years **TBS**

**Registration:** 003064 **Bank Number:** SPA PPU 030

## ◆ Human Resources

### Employment Applications

**Description:** This bank contains information on candidates available for employment at the Canadian Space Agency when vacancies arise. Records contain letters, completed application forms, applicant resume comments of interviewers, and letter of reference.

**Class of Individuals:** Members of the general public who apply for employment at the Canadian Space Agency. **Purpose:** To select candidates for vacancies at the Canadian Space Agency. **Retention and Disposal Standards:** 2 years if considered, 6 months if not considered. **TBS Registration:** 003063 **Bank Number:** SPA PPU 025

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Agency and its various programs and functions may be directed to the following address:

Canadian Space Agency  
Director of Communications  
6767 route de l'Aéroport  
Saint-Hubert, Quebec  
J3Y 8Y9

Tel.: (450) 926-4342

### Media Inquiries

Saint-Hubert: (450) 926-4343

The Agency's library is part of our Administration Directorate. It contains a wide variety of documents including reference books, monographs, technical and annual reports, standards, periodicals and government documents. This facility is located at:

6767 route de l'Aéroport  
Saint-Hubert, Quebec  
J3Y 8Y9

Tel.: (450) 926-4903

## Reading Room

The Canadian Space Agency has designated an area as public reading room under the Access to Information Act. This room is situated in Saint-Hubert, Québec.

Canadian Space Agency  
Headquarters  
Library  
6767 route de l'Aéroport  
Saint-Hubert, Quebec  
J3Y 8Y9

# Canadian Tourism Commission

## Chapter 43

### General Information

#### Background

The Canadian Tourism Commission (CTC) became a Crown corporation on January 2001 with the coming into force of the Canadian Tourism Commission Act. It is a unique public/private sector partnership that provides an innovative approach to tourism: one that is industry-led, research-based and market-driven.

#### Responsibilities

According to the Section 5 of CTC Act, the objects of the Commission are to:

- Sustain a vibrant and profitable Canadian tourism industry;
- Market Canada as a desirable tourist destination;
- Support a cooperative relationship between the private sector and the governments of Canada, the provinces and the territories with respect to the Canadian tourism; and
- Provide information about Canadian tourism to the private sector and to the governments of Canada, the provinces and the territories.

In pursuit of its objectives, and working with its public- and private-sector partners, the Commission undertakes:

- Joint advertising and promotional activities in markets across the globe;
- Macroeconomic, market and industry research; and
- Industry- and product-development activities to remove barriers to growth and foster development of tourism products that meet international demand.

The CTC continuously seeks to create new partnership opportunities for its marketing, research and industry development activities. The CTC has two web sites: the web site for the industry; and the consumer-oriented web site,

#### Legislation

- The Canadian Tourism Commission Act

### Organization

#### Marketing and Sales (includes Product Development)

The CTC currently has six marketing programs, five of which focus on leisure travel originating in major geographical markets – Canada, United States, Europe, Asia-Pacific and Latin America, and one which focuses on business travel globally. An important element of these marketing programs is the CTC's internationally-based sales staff. To help maintain the international competitiveness of Canadian tourism, the CTC Product Development group works with the industry to improve the quality of Canada's tourism offerings, and increase the quantity of market-ready products available.

#### Information and Corporate Secretary

Information is the second CTC business line, complementing marketing and sales and contributing equally to industry success. The goal of the Information Branch is to improve tourism-industry performance by helping the industry identify opportunities, address issues affecting its growth, understand costs, and measure its health and performance. The Branch is responsible for the following programs:

##### ◆ Research

The CTC research group works in partnership with major research and statistical organizations in Canada and the world to develop and organize data in ways that are useful to the industry. The goal is to help the tourism sector develop an understanding of its own size, structure and industry trends as well as trends in major economic conditions that affect it.

##### ◆ Tourism Reference and Documentation Centre

The CTC Tourism Reference and Documentation Centre (TRDC), the repository of tourism resource information, offers the largest and most comprehensive collection of material on the Canadian tourism industry. The Centre provides reference services, interlibrary loans, tourism statistics, and bibliographic searches. TRDC's collection includes more than 5,000 books, over 400 journal titles; and a minor collection on the tourism industries in foreign countries.

## ◆ Industry Development

The Industry Development Group works with industry associations, government regulators, and financial and other institutions that service the tourism industry, to promote supportive policies and remove barriers to growth. The Industry Development Group meets these needs by prioritizing, researching and sharing information on a range of issues important to fostering a healthy business climate.

## ◆ Government Relations

The Government Relations Unit is responsible for raising government awareness of CTC programs and the Commission's role in promoting tourism in Canada; coordinating communications between the CTC and the Minister of Industry, and the federal, provincial and territorial governments; parliamentary liaison; and access to information and privacy.

## ◆ Infrastructure Services

The Infrastructure Services Unit maintains a computing infrastructure that meets CTC requirements, and develops and applies Web-based technologies to improve business-to-business communications and extend industry marketing reach.

## ◆ Communications and Special Events

The Communications and Special Events Unit is responsible for promoting the CTC as the primary source of knowledge and information on the tourism industry; strengthening the capacity of government partners and industry associations to provide their constituents with information about the industry and the CTC, expanding programs, such as licensing use of the CTC logo, to increase awareness of the CTC to Canadians and visitors, creating marketing and sales relationships with traditional and non-traditional partners and facilitating Canadian media familiarization tours to Canadian sites.

## Financial Services

Responsible for the design, development, implementation and review of the CTC's financial policies, systems and reporting. This Branch prepares all financial planning and reporting documents for the CTC and provides direction on matters related to financial and administrative management including policies, budgeting, banking, treasury, procurement, control and reporting policies.

## Human Resources

This branch is responsible for programs, policies, and services related to staffing, training and development, staff relations, organization, classification, human resources planning, official languages, employee assistance, and pay and benefits.

## Information Holdings

### Program Records

#### Tourism

**Description:** Information on the advertising, marketing plans including the Rendez-vous Canada promotion which is held annually in Canada, research and analysis, industry development and product development. **Topics:** Research, Industry development: aboriginal; accommodation; adventure; attractions; cities; culture; distribution; food services; leisure & sport; parks; speciality tourism; touring; transportation. Issues: environment; human resources; taxation; technology. Marketing: advertising; media relations; partnerships; government relations; Rendez-vous Canada. **Program Record Number:** CTC CCT 600

### Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

#### Accounts and Accounting

#### Acts and Legislation

#### Administration and Management Services

#### Audits

#### Budgets

#### Classification of Positions

#### Co-operation and Liaison

#### Employment and Staffing

#### Equipment and Supplies

#### Finance

#### Furniture and Furnishings

#### Human Resources

#### Occupational Health, Safety and Welfare

#### Official Languages

#### Pensions and Insurance

#### Personnel

#### Procurement

#### Salaries and Wages

#### Staff Relations

#### Training and Development



## Personal Information Banks

### Access to Information and Privacy (ATIP) Requests

**Description:** This bank contains requests submitted by individuals seeking access to information under the Access to Information and the Privacy Acts, replies to such requests; and information relating to their processing. **Class of Individuals:** Individuals submitting requests for access to information under the Access to Information and the Privacy Acts. **Purpose:** The information is used to process formal access requests in accordance with the Access to Information Act and the Privacy Act. **Consistent Uses:** This bank is also used to report to Treasury Board and to Parliament on access requests received under the Access to Information Act and the Privacy Act.; to verify the identity of requesters; and for purposes of consultations with other government institutions. **Retention and Disposal Standards:** Records are retained for two years after the last administrative action and are then destroyed. **TBS Registration:** 005131 **Bank Number:** CTC PPU 005

### Applications for Employment

**Description:** This bank contains recruitment documents or applications for employment with the CTC and any related correspondence. **Class of Individuals:** Members of the general public. **Purpose:** To meet the human resources needs of the CTC. **Retention and Disposal Standards:** Retained for two years. However, unsolicited applications are destroyed after six months. **TBS Registration:** 005132 **Bank Number:** CTC PPU 010

### Market Data Base

**Description:** Information is gathered through the CTC's two web sites: which is linked to the Canadian Tourism Exchange (CTX), the web site for the industry which allows for business-to-business communication, and the consumer-oriented web site: CTX contains tourism businesses, member profiles, and business connection groups. The consumer web site contains locational travel and socio-demographic information of residents of various countries who have requested travel information from the Canadian Tourism Commission or its industry partners. First and foremost, the bank contains the name and address (and perhaps the e-mail address) of the enquirers. Other information including past travel history to Canada, future plans, and lifecycle information may be collected as part of this program. Countries involved in the program include: Canada, the United States, the United Kingdom, France, Germany and Japan. The database is continually being updated. **Class of Individuals:** Residents of Canada's principle tourism markets and members of Canada's tourism industry. **Purpose:** The information is initially collected to permit the distribution of tourist information, following a request by an enquirer. Subsequent uses of the data base include marketing implications including additional information

gathering, market segmentation and partnering.

**Consistent Uses:** The creation and development of a data base is consistent with the marketing objectives of a national tourism organization. **Retention and Disposal Standards:** Retained for three years and then destroyed. **TBS Registration:** 005133 **Bank Number:** CTC PPU 015

## Classes of Personal Information

### Mailing Lists

This class of personal information contains the names and addresses of individuals who are on a mailing list to receive the CTC's monthly publication, and other documentation on the CTC's activities. The lists are updated continuously and the information is kept until superseded.

### Public Opinion Research

This is a class of records generated through public opinion research studies on a vast spectrum of topics related to the mandate and mission of the CTC. Retrievable records consist of data gathering instruments, such as, but not exclusively, questionnaires which may contain personal information that reveals the identification of the research subject. Data contained in this class of records are not used for administrative purposes. Individuals seeking access to these records must provide the title of the research project in which they participated, the location and the date of the research, and any other data that may help to identify and locate the personal information they are seeking.

## Manuals

- CTC Policy Manual
- Human Resources Handbook

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Canadian Tourism Commission and its various programs may be directed to:

Vice-President, Information and Corporate Secretary  
The Canadian Tourism Commission  
235 Queen Street West, 8<sup>th</sup> Floor  
Ottawa, Ontario  
K1A 0H6

Tel: (613) 946-1000  
Web Site: [www.canadatourism.ca](http://www.canadatourism.ca)

## Reading Room

The Library of this institution has been designated as a public reading room under the Access to Information Act. The address is:

235 Queen Street  
8<sup>th</sup> Floor, West Tower  
Ottawa, Ontario  
K1A 0H6

To schedule an appointment, please contact:

Tourism Research and Documentation Centre (TRDC)

Tel: (613) 954-3943

Fax: (613) 954-3945

# Canadian Transportation Agency

## Chapter 44

### General Information

### Background

The Canadian Transportation Agency (Agency) is a quasi-judicial tribunal which continues the National Transportation Agency as a result of the proclamation of the Canada Transportation Act on July 1, 1996.

### Responsibilities

The mandate of the Agency is that of an economic regulator and decision-maker with respect to transportation services under federal jurisdiction. Its responsibilities include the issuance of licences to air carriers and certificates of fitness to railways, dispute resolution powers over various air, rail and marine transportation rate and service matters, and the determination of railway compliance with the annual railway revenue cap for western grain movement. The Agency continues to have powers to remove undue obstacles to the mobility of travellers with disabilities in the federally-regulated transportation network. On July 5, 2000 the Agency was conveyed expanded responsibilities over air transportation and the position of Air Travel Complaints Commissioner was created.

### Legislation

- Aeronautics Act
- Canada Marine Act
- Canada Transportation Act
- Civil Air Navigation Services Commercialization Act
- Coasting Trade Act
- Energy Supplies Emergency Act
- Excise Tax Act
- Expropriation Act
- National Energy Board Act
- Pilotage Act
- Railway Relocation and Crossing Act
- Railway Safety Act
- Shipping Conferences Exemption Act, 1987

### Organization

The Agency consists of up to seven full-time members and up to three temporary members. One member is designated as Chairperson, another is designated as Vice-Chairperson, and one temporary member is designated as the Air Travel Complaints Commissioner.

The Agency comprises two program branches: Rail and Marine Transportation, and Air and Accessible Transportation; two support branches, Corporate Management, and Legal Services and Secretariat; and the Communications Directorate.

#### ♦ Air and Accessible Transportation Branch

The Branch protects the interests of consumers and carriers by ensuring that air carriers operating to, from and within Canada meet certain minimum economic requirements. To this end, it administers an air carrier licensing and international charter permit system, international air agreements and air tariffs. The Branch reviews new and revised Nav Canada user charges for air navigation services on appeal. The Branch is also responsible for the administration of an air travel consumer complaint handling process and monitors and investigates monopoly pricing in Canada. Regional Field Investigators, responsible for the enforcement of Agency regulations and license conditions, are located in Vancouver, Edmonton, Winnipeg, Toronto, Montreal and Moncton. Finally, the Branch is also responsible for ensuring that undue obstacles to the mobility of persons with disabilities are removed from federally regulated transportation services and facilities in the port, air, rail and marine modes.

#### ♦ Communications Directorate

The Directorate is accountable to the Chairman for the planning and management of communications programs, initiatives and policies. The Directorate works with the branches to develop the Communications strategies, to create public awareness and educational programs. It educates the public on the mandate and responsibilities of the Agency and it answers questions from the media on programs administered by the Agency, as well as on decisions and orders. It is also responsible for producing all Agency publications and its World Wide Web Site where most decisions, orders and publications are also available to the public.

#### ♦ Corporate Management Branch

The Branch is responsible for the design and operation of the Agency's management processes and related information systems; it also provides comprehensive services in support of Agency programs in the areas of informatics, records management, human resources, library, finance, planning, administration and security. It is responsible for developing and implementing human resources, finance, administration, information technology and official languages policies, systems and programs that will assist the Agency. It also ensures



that the management of human resources and financial matters reflects policies established by the Central Agencies.

### ◆ Legal Services and Secretariat Branch

Legal Services is responsible for providing legal advice to Agency members and staff. It acts as the Agency's legal representative at meetings, conferences, public hearings, inquiries, and, when required, at judicial proceedings in the Federal and Supreme Courts. Its other responsibilities include drafting and processing regulations in accordance with government policy. The Secretariat is responsible for recording Agency decisions and orders; and for writing, editing, reviewing, producing and issuing decisions, orders, reports and notices. It plans Agency meetings, administers public hearings and inquiries, and coordinates all translation services. It also coordinates ministerial and executive correspondence.

### ◆ Rail and Marine Branch

The Branch is responsible for the Agency's legislative obligations as they affect the rail and marine modes pursuant to the Canada Transportation Act, the Railway Safety Act, the Coasting Trade Act, the Shipping Conferences Exemption Act -1987, the Pilotage Act, the Canada Marine Act and other Acts and Regulations. This includes the administration of legislative provisions governing the resolution of disputes concerning railway service, rates, and the transfer and discontinuance of rail lines; the determination of railway revenue caps and related compliance for the rail transportation of western grain; the establishment of regulated railway interswitching rates and regulations; railway infrastructure matters concerning federal railway licensing, railway construction approvals, railway crossing and operational disputes; various railway costing and financial analysis activities; the inspection of railway accounting and operating statistics systems; and, on the Marine side, determinations concerning the suitability of Canadian registered vessels versus foreign vessels for Canadian operations; determinations concerning the economic soundness of marine pilotage rates; and the resolution of disputes concerning whether rates set by Port Authorities, the St. Lawrence Seaway Management Corporation and Bridge Corporations are unjustly discriminatory. The Branch also undertakes special projects and review processes at the request of the Minister of Transport.

## Information Holdings

### Program Records

#### Accessible Transportation

**Description:** Information relating to the regulation of, and resolution of complaints related to transportation facilities, equipment and services provided in the federal transportation network to travelers with disabilities.

**Topics:** Co-operation and liaison with associations and various levels of government; committee and conference participation; complaints with respect to undue obstacles; regulations on fares and conditions of carriage; accessibility standards; aircraft accessibility data; public awareness and education programs; procedural and attitudinal training; monitoring programs; and various studies, surveys and projects. **Program Record Number:** CTA AIR 061

#### Atlantic Region Freight Assistance Program

**Description:** Information relating to the administration of freight subsidy programs applicable to the Atlantic Region. Note that since July 1, 1996, the Agency has no further responsibility for the Atlantic Region Freight Assistance Program, and these program records will be disposed of in accordance with their Retention and Disposal Standards. **Topics:** Subsidy claims, including waybills and other supporting documentation; desk and field audits; and payments pursuant to the Maritime Freight Rates Act and the Atlantic Region Freight Assistance Act and Regulations. **Program Record Number:** CTA MAR 183

#### Audits

**Description:** Information relating to audits and analyses for the determination of rates, railway costs, rail freight movements and rail networks. **Topics:** Railway annual reports; railway audit manuals; comprehensive system review; special costing; schedule "A" directives; specific costs; and western grain railway revenue cap verification. **Program Record Number:** CTA RAI 156

#### Industry Monitoring and Analysis

**Description:** Information relating to the comprehensive coverage of changes in structure, service levels, prices and competition in all modes of the transportation industry under federal jurisdiction, and the assessment of related effects on transportation users. Note that since July 1, 1996 the Agency has no responsibility for Industry Monitoring and Analysis and these program records will be disposed of in accordance with their Retention and Disposal Standards. **Topics:** Annual reviews of transportation in Canada including supporting surveys and data bases, for example: specific air, marine and motor vehicle surveys; commercial travelers, freight forwarders, and port terminal operators surveys; shippers surveys covering

all modes of transportation; scheduled air services data; air tariff information; liner trade data; and rail traffic information. **Program Record Number:** CTA IMA 111

### Licensing, Charters and Agreements

**Description:** Information relating to the administration of the licensing system for Canadian and foreign air carriers, international air agreements, commercial agreements between airlines and appeals to changes to Nav Canada charges for air navigation services.

**Topics:** Applications for licenses or modifications to licenses; applications for international charter flight permits; Canadian ownership; financial evaluation; notices, announcements and appeals of changes to Nav Canada charges; terms and conditions on licenses; liability insurance; air operator certificates; suspension or cancellations; discontinuance or reduction of services; and investigations of service complaints on discontinuance of domestic service; bilateral and multilateral agreements and negotiations; commercial agreements; conventions and protocols; foreign air transport regulations; and air relations between Canada and foreign countries. **Program Record Number:** CTA AIR 080

### Marine

**Description:** Information relating to the administration and enforcement of legislation governing marine activities under federal jurisdiction. **Topics:** Shipper and carrier complaints; coasting trade licenses; pilotage tariffs; St. Lawrence Seaway Management Corporation; Canadian ship database; marine associations data bank; operations and rates investigations; and Shipping Conferences Exemption Act tariffs and service contracts. **Program Record Number:** CTA RAI 081

### Rail and Marine Complaints

**Description:** Information relating to economic disputes between carriers and users; competitive access provisions; tariffs; and mediation services and arbitration support. **Topics:** Dispute investigations; competitive line rates; interswitching; rates and conditions of carriage; track usage; rail freight traffic data; level of service; rail connections; rail liability; and arbitration cases. **Program Record Number:** CTA RAI 021

### Rail Infrastructure

**Description:** Information relating to applications and complaints concerning the construction and modification of rail lines, highway/railway crossings, farm crossings, and other rail infrastructure; to railway licensing; to rail line transfers or discontinuance; and to track determinations. **Topics:** Crossing files; modification of subdivision name/mileage; noise, vibration and pollution complaints; connections and interchange; drainage; fencing; relocation of railway lines; right of way; spurs, sidings and lead tracks;

environmental issues; and railway licensing and certificates of fitness. **Program Record Number:** CTA RAI 062

### Rail Economics

**Description:** Information relating to the management of rate programs that determines appropriate compensation for rail services provided by eligible transportation companies. **Topics:** Railway unit costs and service units; rates costing; railway costing manuals; historical railway input price indices; western grain railway revenue caps and compliance; traffic workloads; cost of capital rates; depreciation rates; uniform classification of accounts; and net salvage value determinations. **Program Record Number:** CTA RAI 121

### Rail Rationalization

**Description:** Information relating to the evaluation of proposals to rationalize rail networks prior to July 1, 1996. Since then, the Agency has no approval responsibility for Rail Rationalization and these program records will be disposed of in accordance with their Retention and Disposal Standards. **Topics:** Railway costs and revenues; applications for abandonment of rail lines and removal of stations; branch line and passenger subsidy programs; branch line rehabilitation; conveyance of railway lines; and track determinations. **Program Record Number:** CTA RAI 176

### Secretariat Services

**Description:** Information relating to Agency decisions, orders, reports and notices; the administration of Agency meetings, public hearings and inquiries; and the coordination of translation services. **Topics:** Agency orders, decisions, applications for review of orders and decisions; minutes of Agency meetings; and transcripts and exhibits of Agency public hearings and inquiries. **Program Record Number:** CTA SEC 006

### Tariffs, Complaints and Enforcement

**Description:** Information relating to the regulation of air tariffs; the enforcement of Agency regulations and license conditions; the investigation of illegal operations by air carriers; the regulation of and resolution of consumer complaints relating to air travel; and the resolution of complaints relating to the pricing of passenger and freight transportation services provided within Canada on monopoly routes. **Topics:** Compliance; scheduled and non-scheduled tariffs; special permissions; industry complaints; consumer complaints; airline prices; general schedules; computer reservation systems; charter contracts; investigation reports on possible illegal activities by air carriers; and referrals to RCMP for investigations. **Program Record Number:** CTA AIR 096



## Trucking and Commodity Pipeline

**Description:** Information relating to the administration and enforcement of legislation governing trucking and commodity pipeline activities under federal jurisdiction. Note that since July 1, 1996 the Agency has no responsibility for Trucking and Commodity Pipelines and these program records will be disposed of in accordance with their Retention and Disposal Standards. **Topics:** Newfoundland Roadcruiser Bus Service tariffs and complaints; specific merger and acquisition proposals; and applications to construct and operate commodity pipelines. **Program Record Number:** CTA MAR 082

## Personal Information Banks

### Access Requests

**Description:** This bank contains the access requests submitted by individuals seeking access to Agency information or personal information pursuant to the Access to Information Act and the Privacy Act, the replies to such requests, and information related to their processing. This bank may contain personal information in the form of an individual's name; his or her home, business, mailing or email address or telephone number; and identifying numbers. **Class of Individuals:** Individuals who have requested access pursuant to the Access to Information Act or Privacy Act. **Purpose:** To process access requests and report on the number of access requests received annually. **Retention and Disposal Standards:** Files are retained for two years after resolution. **PAC Number:** 86/001 **TBS Registration:** 000322 **Bank Number:** CTA PPU 040

### Air Service License Applications

**Description:** This bank contains a record of air service license applications for use in granting or denying license authorities under the Canada Transportation Act. The bank contains applications and interventions in support or opposition thereto. The bank may contain personal information relating to the applicant or other parties of record in the form of an individual's name; his or her home, business, mailing or email address or telephone number; nationality; age; identifying numbers; and financial information. Note that since July 1, 1996 interventions are no longer a part of the air service license application process. **Class of Individuals:** Applicants and intervenors in the licensing process. **Purpose:** For granting or denying licenses under the Canada Transportation Act. **Retention and Disposal Standards:** Files are held for ten years following the cancellation of the license. **PAC Number:** 95/023 **Related to PR#:** CTA AIR 080, 096 **TBS Registration:** 000320 **Bank Number:** CTA PPU 015

## Air Travel Complaints

**Description:** This bank contains a record of air travel complaints regarding such incidents as delayed flights, lost or damaged baggage, ticketing, quality of service, safety, cargo, reservations, denied boarding, smoking, unruly passengers, discontinuance or reduction of service to a community, departure taxes and fares. This bank contains personal information in the form of individuals' names, addresses and contact numbers. **Class of Individuals:** Members of the general public who lodge air travel complaints. **Purpose:** The purpose is to resolve air travel complaints. If a complaint relates to an air carrier or other responsible body, a copy of the complaint is forwarded to them for comments or for their resolution as appropriate. **Retention and Disposal Standards:** Records are retained for 10 years and then destroyed. **PAC Number:** 95/023 **Related to PR#:** CTA AIR 096 **TBS Registration:** 004442 **Bank Number:** CTA PPU 014

## Atlantic Region Freight Assistance Subsidies

**Description:** This bank contains information regarding federal assistance made to certified carriers – truck, water and rail – who offer lower transportation rates to manufacturers, shippers and producers within the select territory and from points within the select territory to points in Canada west of the select territory, under the Atlantic Region Freight Assistance Act and Regulations. This bank may contain personal information in the form of an individual's name; his or her home, business, mailing or email address or telephone number; claim identifying numbers; and financial information relating to the claims. Note that since July 1, 1996 the Agency has no responsibility for Atlantic Region Freight Assistance Subsidies and the records in this bank will be disposed of in accordance with the Retention and Disposal Standards outlined below. **Class of Individuals:** Trucking companies, railways and water carriers who applied for assistance under the Atlantic Region Freight Assistance Act and Regulations. **Purpose:** To administer the Atlantic Region Freight Assistance Program, establish the eligibility of claims and the certification of subsidies, as well as for accounting and statistical purposes. **Consistent Uses:** To comply with requests from federal investigative bodies. **Retention and Disposal Standards:** Records are destroyed seven years following payment. **PAC Number:** 95/025 **Related to PR#:** CTA MAR 183 **TBS Registration:** 001864 **Bank Number:** CTA PPU 038

## Canadian Ship Database System

**Description:** This bank contains information relating to the characteristics and use of Canadian registered vessels including unique content on operations and geographic analysis. It contains personal information in the form of individuals' names, addresses and contact



numbers. **Class of Individuals:** Owners, operators and contacts for Canadian registered vessels. **Purpose:** The purpose of this bank is to provide information to process coasting trade licence applications to use foreign vessels in the Canadian coasting trade and identify suitable Canadian vessels which can provide the service or perform the activity described in the application. Operator's names, addresses and vessel information are published in the Canadian Merchant Fleet Annual Lists. **Retention and Disposal Standards:** Personal information is retained in database until superseded or two years after individuals are no longer owners, operators or contacts of Canadian registered vessels. **PAC Number:** 97/031 **Related to PR#:** CTA RAI 081 **TBS Registration:** 004453 **Bank Number:** CTA PPU 016

### Complaints Regarding Services Provided to Persons with Disabilities

**Description:** This bank contains a record of investigations of complaints concerning the possible existence of undue obstacles to the mobility of persons with disabilities under the Canada Transportation Act and the Aeronautics Act. This bank may contain personal information in the form of an individual's name; his or her home, business, mailing or email address or telephone number; medical condition; disability; age; and marital status. **Class of Individuals:** Individuals who have filed complaints. **Purpose:** To determine whether or not undue obstacles to the travel of passengers with disabilities exist and, if so, to determine the appropriate corrective measure. Information that is provided is used to investigate complaints and copies are forwarded to transportation service providers for comments. Complaints on similar issues are sometimes processed together and information is shared with the involved applicants. Agency decisions are issued on complaints and posted on our website. **Retention and Disposal Standards:** Records are destroyed ten years after the complaint is resolved. **PAC Number:** 95/023 **Related to PR#:** CTA AIR 061 **TBS Registration:** 002154 **Bank Number:** CTA PPU 033

### Enforcement

**Description:** This bank contains information relating to the enforcement of Agency regulations and license conditions, and investigation of possible infractions or alleged illegal operations by air carriers. Enforcement activities may involve communication with other government departments, including the RCMP and the Department of Justice. This bank may contain, depending on the nature of the investigation, personal information in the form of an individual's name; his or her home, business, mailing or email address or telephone number; investigation details; and views or opinions of another individual about the individual. **Class of Individuals:** Individuals involved in possible infractions

and occasionally information relating to the plaintiffs. **Purpose:** To determine whether or not there have been infractions and, if so, to determine the appropriate action. The results of warnings and notices of violation issued pursuant to the Designated Provisions Regulations are published on the Agency's website. This information includes the name of the carrier or individual, whether there was an application for review of the warning, whether or not the penalty was paid and whether or not the case was referred to the Civil Aviation Tribunal. **Retention and Disposal Standards:** Files are held for ten years following the completion of the investigation. **PAC Number:** 95/023 **Related to PR#:** CTA AIR 096 **TBS Registration:** 000319 **Bank Number:** CTA PPU 010

### Mailing Lists

**Description:** This bank contains mailing lists which may contain personal information in the form of an individual's name and his or her home, business, mailing or email address. **Class of Individuals:** Individuals in the general public and business community with an interest in transportation. **Purpose:** To notify interested parties of applications and proposed acquisitions made to the Agency, changes in regulations, policies or other matters relating to Agency programs; to solicit comments; mailing of surveys and data forms; and the distribution of orders and decisions, the Annual Report, press releases, and other information of interest. **Retention and Disposal Standards:** Mailing lists are destroyed when superseded or obsolete. **PAC Number:** 86/001 **TBS Registration:** 002926 **Bank Number:** CTA PPU 046

### Mergers and Acquisitions

**Description:** This bank contains information on all modes of transportation regarding proposed mergers and acquisitions of Canadian transportation undertakings up to July 1, 1996. This bank may contain personal information in the form of an individual's name; his or her home, business, mailing or email address or telephone number; nationality; and financial information. The records in this bank will be disposed of in accordance with the Retention and Disposal Standards outlined below. **Class of Individuals:** Individuals submitting applications regarding proposed mergers or acquisitions. **Purpose:** To review proposed acquisitions. **Retention and Disposal Standards:** Records relating to Air and Rail matters are destroyed ten years after merger or acquisition is completed, and Marine and Trucking records after seven years. **TBS Registration:** 003734 **Bank Number:** CTA PPU 030

### Northern Marine Licensing

**Description:** This bank contains applications for authority to operate a resupply service on Lake Athabasca, along the Mackenzie River and in the Western Arctic Region, including interventions in

support of and opposition thereto. This bank may contain personal information in the form of an individual's name; his or her home, business, mailing or email address or telephone number; identifying numbers; financial information; and views or opinions of another individual about the individual. Note that since July 1, 1996 the Agency has no responsibility for Northern Marine Licensing and the records in this bank will be disposed of in accordance with the Retention and Disposal Standards outlined below. **Class of Individuals:** Individuals submitting license applications. **Purpose:** To maintain a record of water carrier license applications for use in determining license eligibility. **Retention and Disposal Standards:** Records are destroyed seven years after last action. **TBS Registration:** 003733 **Bank Number:** CTA PPU 025

### Requests from Federal Investigative Bodies

**Description:** This bank contains requests for personal information made pursuant to paragraph 8(2)(e) of the Privacy Act by federal investigative bodies (named in Schedule II of the Act) for the purpose of enforcing a federal or provincial law or for carrying out a lawful investigation. It also contains the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests. This bank may contain personal information in the form of an individual's name; his or her home, business, mailing or email address or telephone number; financial information; and identifying numbers. **Class of Individuals:** Individuals about whom requests for personal information from federal investigative bodies have been received pursuant to paragraph 8(2)(e) of the Privacy Act. **Purpose:** To permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or of a province or for carrying out a lawful investigation. **Retention and Disposal Standards:** Records are retained for two years after last action. **PAC Number:** 86/001 **TBS Registration:** 001863 **Bank Number:** CTA PPU 045

## Classes of Personal Information

The general subject files of the Canadian Transportation Agency contain a certain amount of personal information relating to general correspondence, complaints and enquiries. The personal information contained in this class may include the name; home, business, mailing or email address or telephone number; and personal opinions or views of the individual, but is not arranged by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the subject and the date of the correspondence. The purpose of this bank is to maintain information relating to general

correspondence, complaints and enquiries concerning the various functions of the Agency. The retention period for this class of personal information is controlled by the records schedules of the general subject files in which they are stored.

## Manuals

- A Practical Guide for New Canadian Entrants for Prospective Air Carriers
- Accessibility Complaint Guide
- Activities Manual for International Agreements
- Air Travel Accessibility Regulations
- Air Travel Accessibility Survey Report
- AMPS and You
- Application Guide for a Licence or for an Amendment to a Licence to Operate a Domestic Air Service
- Application Guide for Canadian Applicants for a Licence or for an Amendment to a Licence to Operate a Non-scheduled International Service
- Application Guide for Canadian Applicants for a Licence or for an Amendment to a Licence to Operate a Scheduled International Service between Canada and any other country
- Application Guide for Foreign Applicants for a Licence to Operate a Non-scheduled International Service on a charter basis between points in the Applicant's home country and points in Canada
- Application Guide for Foreign Applicants for a Licence to Operate a Scheduled International Service
- Application Guide for U.S. Applicants for a Licence to Operate a Non-scheduled International Service on a charter basis between points in the U.S.A. and points in Canada pursuant to the Air Transport Agreement between the Government of the United States of America and the Government of Canada signed on February 24, 1995
- Application Guide for U.S. Applicants for a Licence to Operate a Scheduled International Service pursuant to the Air Transport Agreement between the Government of the United States of America and the Government of Canada signed on February 24, 1995
- Bilateral Air Relations between Canada and other Countries
- Charter Authorization Guide
- Charter Permit Application Guide for Canadian originating International Advance Booking Charters (ABC)
- Charter Permit Application Guide for Canadian originating International Inclusive Tour Charters (ITC)

- Charter Permit Application Guide for Canadian originating International Advance Booking Charters/Inclusive Tour Charters (ABC/ITC)
- Charter Permit Application Guide for Canadian originating International Entity Charters
- Charter Permit Application Guide for Canadian originating Transborder Passenger Charters (TPC)
- Charter Permit Application Guide for Canadian originating Transborder Goods Charters (TGC)
- Charter Permit Application Guide for Canadian originating Transborder Passenger Non-Resaleable Charters (TPNC)
- Charter Application Guide for U.S. originating Transborder United States Charters (TUSC)
- Charter Application Guide for Charter Flights originating in a Foreign Country (other than the United States)
- CN and CP Costing Manuals
- Code of Practice – Aircraft Accessibility for Persons with Disabilities
- Code of Practice – Ferry Accessibility for Persons with Disabilities
- Code of Practice – Passenger Rail Car Accessibility and Terms and Conditions of Carriage by Rail of Persons with Disabilities
- Communication Barriers: A Look at Barriers to Communication Facing Persons with Disabilities
- Complaints Investigation's Orientation Manual
- Enforcement Manual
- Field Investigator's Handbook
- Financial Requirements Guide – Information and Instructions
- International Air Tariffs Administrative Procedures Manual
- Manual of Procedures on the Processing of International Charter Permit Applications
- Rail Infrastructure Procedures Manual
- Standard Point Location Code
- Taking Charge of the Air Travel Experience – A Guide for Persons with Disabilities
- Uniform Classification of Accounts Manual

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information on the Agency's publications, major decisions and rulings, and on its various programs and functions may be directed to:

Communications Directorate  
Canadian Transportation Agency  
Jules Léger Building  
15 Eddy Street  
Hull, Quebec

(Mail: Ottawa, Ontario, K1A 0N9)

Tel.: (819) 997-0344

Fax: (819) 953-8353

Web Site: [www.cta-otc.gc.ca](http://www.cta-otc.gc.ca)

## Reading Room

The Agency's library has been designated under the Access to Information Act as a public reading room. The address is:

Library  
Jules Léger Building  
15 Eddy Street, 17<sup>th</sup> Floor  
Hull, Quebec



# Canadian Wheat Board

## Chapter 45

**Note:** This institution is not subject to the Access to Information Act.

### General Information

#### Background

The Canadian Wheat Board (CWB) was established by the Canadian Wheat Board Act in 1935 to provide for the orderly marketing of wheat produced in the area designated by the Act. Barley and oats were added to the mandate in 1949. The marketing of oats was removed from the CWB in 1989.

#### Responsibilities

The CWB is obliged to purchase wheat and barley offered to it for sale by farmers in accordance with established delivery calls and to pay an initial payment for same in accordance with the Act. The CWB then markets this grain in interprovincial and international markets. The surplus proceeds received upon sale and available for distribution are divided equitably among the farmers delivering grain to the CWB after the initial payment is made to the farmers and the CWB's operating costs are deducted. The CWB is also responsible for administering a delivery system which is designed to maximize marketing opportunities, as well as allocate delivery opportunity among farmers wishing to deliver grain for sale in interprovincial and international markets. The CWB administers the Agricultural Marketing Programs Act pursuant to which advance payments are made to farmers undertaking to deliver wheat and barley as delivery opportunities are available. The CWB administers the Spring Credit Advance Program (SCAP) for wheat and barley pursuant to which advance payments are made to farmers to assist with seeding costs.

### Information Holdings

#### Personal Information Banks

##### Grain Growers Advance Payment Records

**Description:** This bank is used to record the value of cash advances issued and refunds received from grain growers under the Agricultural Marketing Programs Act and the Spring Credit Advance Program. **Class of Individuals:** Grain growers who have taken cash advances under the Agricultural Marketing Programs Act. **Purpose:** The information gathered is used to monitor the grower's repayment of monies advanced.

Repayment is conditional on the grower's delivery and sale of grain as soon as he or she is able to do so. The information is summarized and controlled as required by the federal government. **Consistent Uses:** The information is shared with grain companies that act as agents of the CWB in making and collecting cash advances. It is also shared with the Canada Customs and Revenue Agency, provincial crop insurance organizations, lending institutions and secured parties (secured parties are any person or business organization with a lien on the grain pledged by the grain grower on the advance payment application) when requested. Information would be shared for the purposes of completing the advance payment application. The grain grower agrees to permit the CWB to share this information with these other parties to protect their security interest in the grain. **Retention and Disposal Standards:** Files are retained for three years following the retirement of the advance payment. **TBS Registration:** 004082 **Bank Number:** CWB PPU 010

##### Grain Growers Delivery Records

**Description:** This bank contains a record of each producer certificate issued to a grower by a grain company in payment for the grower's delivery of wheat and barley to the CWB account. **Class of Individuals:** Grain growers who deliver to the CWB. **Purpose:** The growers' delivery records are the basis for equitable distribution of profits realized from the sale of wheat and barley by the CWB. These records also include farmers who participate in the CWB fixed price or basis contracts and are receiving a payment separate from the CWB price pooling system. The information produces statistical statements by district(s), grain company and type of wheat and barley. **Consistent Uses:** The information is shared with the Canada Customs and Revenue Agency, Human Resources Development, Agriculture and Agri-Food Canada's farm safety net programs, provincial crop insurance organizations and grain companies that are agents of the CWB. **Retention and Disposal Standards:** Files are retained for seven years. **TBS Registration:** 004083 **Bank Number:** CWB PPU 015

##### Grain Growers Payment Records

**Description:** This bank contains a record of each payment made to wheat and barley growers which resulted from an increase in the price paid for wheat and barley or from the profits realized from the sale of wheat and barley by the CWB. It also contains payment records for farmers participating in the fixed or basis contracts who are receiving a payment separate from the CWB price pooling system. **Class of Individuals:**

Wheat and barley growers who deliver to the CWB.

**Purpose:** The information is maintained to control the value of payments and monitor bank cashings, lost cheques, uncashed cheques, etc. Statements are produced to show the value of payments by district(s), kind of wheat and barley, dates of issuance and bank clearance and for other control purposes (verification of rates and tonnes; verification of accounting transactions, stale-dated cheques; cancelled/re-issued cheques). **Consistent Uses:** Information in this bank is shared with the Canada Customs and Revenue Agency, Human Resources Development, Agriculture and Agri-Food Canada's farm safety net programs and, in the case of non-resident farmers, with their representatives in Canada and the Bank of Montreal.

**Retention and Disposal Standards:** Files are retained for seven years. **TBS Registration:** 004081 **Bank Number:** CWB PPU 005

### Grain Growers Permit Records

**Description:** This bank is used to establish and maintain a record of each wheat and barley grower's entitlement to market wheat and barley. Under the authority of the Canadian Wheat Board Act, this bank may contain the Social Insurance Numbers of those farmers who choose to supply them. **Class of**

**Individuals:** Wheat and barley growers who have obtained a CWB permit book. **Purpose:** The permit book application information is used to monitor and record each grower's delivery and sale of wheat and barley to CWB account and to verify entitlement for cash advances under the Agricultural Marketing Programs Act. The grower's name and address are used to distribute profits realized from the sale of wheat and barley. Summary statements for planning purposes are produced by district(s) and type of wheat and barley. Information in this bank is used to prepare voters' lists for Canadian Wheat Board elections.

**Consistent Uses:** Various components of the information are shared with Agriculture and Agri-Food Canada, the Canada Customs and Revenue Agency for inter-provincial and export licenses, provincial crop insurance organizations, various other provincial institutions, departments and related commodity groups, universities for consistent use and statistical research purposes and the grain companies that are agents of the CWB. **Retention and Disposal Standards:** Files are retained for seven years. **TBS Registration:** 004084 **Bank Number:** CWB PPU 020

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Privacy Act.

For further information about the policies and activities of the CWB, please contact:

Corporate Communications  
The Canadian Wheat Board  
P.O. Box 816, Station Main  
Winnipeg, Manitoba  
R3C 2P5

Tel.: (204) 983-3421

# Citizenship and Immigration Canada

## Chapter 46

### General Information

### Background

The federal government has administered immigration matters since Confederation and citizenship matters since 1947. The Department of Citizenship and Immigration of Canada (CIC) was created by an Act of Parliament, which received Royal Assent on June 23, 1994. This reorganization brought together immigration and citizenship policy and operations and corporate functions of various departments. The department reports to Parliament through its minister, who is also responsible for the independent Immigration and Refugee Board of Canada (IRB). The IRB functions are separate from those of the department. CIC's authority stems, notably, from the Department of Citizenship and Immigration Act, the Immigration Act and the Citizenship Act. These provide the Governor in Council, the Minister and the Deputy Minister with the discretionary authority required for developing and implementing responsive and flexible policies and programs.

### Responsibilities

The Department of Citizenship and Immigration Act establishes a specific federal mandate for the Minister of Citizenship and Immigration. This mandate includes all matters relating to the administration of the programs and policies of immigration and citizenship that are not assigned by law to other departments, branches or agencies of government.

The deputy minister sets departmental priorities in conjunction with the minister and develops strategies to meet these goals. Five senior executives report to the deputy minister: the assistant deputy ministers of Policy and Program Development; Operations; Centralized Service Delivery and Corporate Services; Strategic Directions and Communications; and the director general of Human Resources. The department operates through its national and five regional headquarters, through three centralized processing offices in Canada and through 148 local offices across Canada and abroad.

The Assistant Deputy Minister, Policy and Program Development, is responsible for policy and program development in the areas of Enforcement, Integration (including citizenship), Refugees and Selection, as well as the work on legislative and regulatory reform.

The Operations Assistant Deputy Minister coordinates the work of CIC's five domestic regions, the International Region, Medical Services and Case Management.

The Assistant Deputy Minister, Centralized Services Delivery and Corporate Services, is responsible for Finance and Administration, the Departmental Delivery Network, and Information Management and Technologies.

The Assistant Deputy Minister, Strategic Directions and Communications coordinates all CIC's strategic activities, international and federal-provincial relations, executive services and communications.

The Director General, Human Resources, is responsible for planning and managing all of CIC's human resources.

### Legislation

- Adjudication Division Rules, SOR/93-47;
- Citizenship Act, R. S. C. 1985, c. 29, as amended;
- Citizenship Regulations, 1993, SOR/93-246, as amended;
- Convention Refugee Determination Division Rules, SOR/93-45;
- Department of Citizenship and Immigration Act, S. C. 1994, c. 31;
- Federal Court Immigration Rules, 1993, SOR/93-22; as amended;
- Humanitarian Designated Classes Regulations, SOR/97-183, as amended;
- Immigration Act Fees Regulations, SOR / 97-22, as amended;
- Immigration Act, R. S. C. 1985, c. I-2, as amended;
- Immigration Appeal Division Rules, SOR/93-46, as amended;
- Immigration Regulations, 1978, SOR/78-172, as amended;
- Order Designating the Minister of Citizenship and Immigration as Minister for Purposes of the Act, (Citizenship Act) SI/94-86;
- Order Designating the Minister of Citizenship and Immigration as Minister for Purposes of the Act, (Immigration Act) SI/94-85;
- Refugee Claimants Designated Class Regulations SOR/90-40; as amended.



## Organization

### Policy and Program Development

#### ◆ Enforcement (SED)

The role of the Enforcement Branch of National Headquarters is to develop national policy, procedures, guidelines and strategies to ensure that violations of the provisions of the Immigration Act and Regulations are properly actioned in accordance with the Immigration Act, to counter irregular migration movements to Canada, and to preserve the integrity of Canada's immigration and refugee determination systems. To field officers and other branches of National Headquarters, the Enforcement Branch provides, functional direction and coordination, and assists in the design and development of training programs regarding national policies and procedures on enforcement activities. In addition, the Enforcement Branch liaises with service delivery partners for the purpose of developing and updating national memoranda of understanding (MOU) with other departments, provinces, or agencies, for the exchange of information. It also develops removal arrangements with other countries, and it coordinates these activities through liaison with partners in enforcement and the airline industry. The Branch also directly manages carrier compliance by negotiating MOUs with individual transportation companies and by ensuring compliance. Enforcement at National Headquarters also administers the program of administration fees assessed against transportation companies for carrying improperly documented passengers to Canada.

The Enforcement Branch (SED) is composed of five core directorates, namely Intelligence and Interdiction, Port of Entry Management, Hearings, Detention, and Investigations and Removals. The Branch is also comprised of three additional units which lead the Enforcement Branch's efforts in planning, program development, and developing a long-term strategic vision for the Enforcement program. These include a Border Policy directorate, a Program Development directorate, and the Service Line Support directorate.

The Intelligence and Interdiction Directorate (SEZ) monitors, analyzes and reports on illegal migration practices and abuse of the immigration program.

The Port of Entry Management Directorate (SEM) oversees, monitors and evaluates port of entry operations across Canada. It develops and implements national policies, strategic directions, operational priorities and service standards applicable in the examination of all persons seeking admission to Canada at land borders, airports and marine ports of entry.

The Hearings Directorate (SEA) develops and implements national policies, strategies, operational priorities, instructions and procedures regarding the issuance of removal orders by senior immigration officers and eligibility determinations and re-determinations. The directorate also deal with multiple refugee claim determinations, inquiries, and appeals to the Immigration Appeal Division from removal orders and from refusals of applications for permanent residence by sponsored family class applicants. Other responsibilities include interventions into refugee claims by the Minister before the Convention Refugee Determination Division and with respect to detention of individuals pursuant to the Immigration Act.

The Detention Directorate (SEH) develops policies and guidelines governing the detention of persons under the Immigration Act. It supports the regions in delivery of the detention program by providing guidance concerning the operation of Citizenship and Immigration Canada's detention centres, the treatment of persons detained, as well as supporting the relationship with provincial correctional services that provide detention space for CIC's clientele.

The Investigations and Removals Directorate (SEO) develops and implements national policies, strategic directions, operational priorities, service standards, procedures, and operational instructions for the investigative and removal functions of the Immigration Enforcement program. In conjunction with the Program Development Directorate, the Investigations and Removals Directorate develops international removals strategies in partnership with the Department of Foreign Affairs and International Trade (DFAIT) and other key international partners.

The Program Development Directorate (SEP) is responsible for the development and coordination of a coherent international enforcement strategy. This is intended to support the Branch's objectives with respect to interdiction, removals, and migrant smuggling.

The Border Policy Directorate (SEF) is responsible for the articulation, coordination, development, promotion, and on-going management and assessment of border issues which support the Department's leadership role in the area of managing migration issues with the United States. The section is also responsible for cooperative partnerships through fora such as Border Vision, the Accord on Our Shared Border, Cross Border Crime Forum, and with border organizations and associations. This includes the development of Memoranda of Understanding (MOU) with other government departments and agencies such as the Canada Customs and Revenue Agency (CCRA).

The Service Line Support Directorate (SEL) supports the Enforcement Branch's management responsibility for Branch planning and priority setting. The section leads the Branch's participation in various corporate exercises related to establishing program and corporate objectives and plans, budget forecasting, planning and reporting and accounting for program results. The section provides internal services to managers in the areas of human resources (staffing, training, succession planning), Information Technology systems, organizational development, expenditure control, and other administrative matters.

### ♦ Integration (SID)

The Integration Branch is responsible for the development of policy and programs that define membership in Canadian society, enhance the role of Canadian citizenship, and support the settlement, adaptation and integration of newcomers. The Branch develops policies and programs that promote integration and Canadian citizenship; ensures that the federal government meets its responsibilities towards the immigrants it accepts for permanent residence; educates potential new Canadians about the rights and responsibilities of Canadian citizenship; promotes the value of Canadian citizenship to newcomers; and administers and interprets the Citizenship Act. The Integration Branch oversees the delivery of programs under its jurisdiction through a network of national partnerships, as required. The Integration Branch is composed of four divisions: Citizenship Division (SIC); Settlement Division (SIE); Integration Promotion Division (SIP); and Service Line Support Division (SIS). In addition to the four divisions, the Office of the Senior Citizenship Judge (SIJ) is associated with the Branch.

The Citizenship Division (SIC) manages the overall administration of the Citizenship Act and Regulations. The main activities are developing and revising the regulations and policies for the administration of the Act, maintaining legislative compliance, providing functional guidance on citizenship matters, ensuring quality assurance, implementing new Citizenship Legislation and maintaining an historical body of knowledge on past and present nationality legislation.

The Settlement Division (SIE) provides functional guidance; develops policies, operational procedures and work instruments; designs program terms and conditions for the settlement programs and services provided to newcomers; manages national settlement realignment agreements with the provincial governments; manages the orientation abroad initiative; and manages contribution program allocations and expenditures.

The Integration Promotion Division (SIP) is responsible for the development of activities and programs which promote citizenship and settlement programs and

initiatives. This Division is also responsible for administering the Citation for Citizenship Program and the 'Canada: We All Belong' campaign; as well as for the development, production and distribution of promotion material in support of its mandate.

The Service Line Support Division (SIS) provides the Branch with the capability to plan, analyze and coordinate activities and to provide an efficient infrastructure to support the other divisions in the Branch, corporate initiatives and CIC priorities. It is also responsible for cross-cutting policy development.

The Office of the Senior Citizenship Judge (SIJ) promotes collegiality among citizenship judges, ensures their proper administration of the law, co-ordinates their areas of responsibilities and acts as their spokesperson.

### ♦ Refugees (SRD)

Refugees Branch is composed of the Asylum, Resettlement, and Refugee Program Support Divisions. They are responsible for the management of refugee policy, programs and targets; liaison with the Immigration and Refugee Board of Canada (IRB); representing the interests of CIC and the Government on refugee issues; and coordinating reporting and liaison activities.

### ♦ Selection (SSD)

The Selection Branch is responsible for the development of policy, program design and procedural guidance affecting the selection of people to Canada both immigrants and non-immigrants. The goal is to develop policy with an operational perspective, provide procedural guidance to the field both nationally and internationally, and feed back field perspectives into the policy-making process.

The Social Policy and Programs Division (SSG) is responsible for development of policy and programs for the social benefit of Canada including Family Class immigration, international adoption, landing in Canada programs, Live-in-Caregivers in Canada and related humanitarian issues. The Division is also responsible for the policy on Minister's Permits and on immigration representatives (lawyers and consultants).

The Economic Policy and Program Division (SSE) is responsible for developing policy and designing programs for the economic benefit of Canada including the selection criteria for skilled workers, for all non-immigrant programs including foreign students and temporary workers, for returning residents and for provincial nominees. The Division is also responsible for international agreements (e.g. NAFTA, GATS, etc.) concerning temporary entry of business persons.



The Immigration Health Policy Division (SSH) is responsible for the legislation on medical inadmissibility. It is also responsible for developing immigration health policy in consultation with federal and provincial partners and for maintaining liaison on immigration health issues with federal government departments, other immigrant receiving countries, and with international organizations.

The Business Immigration Division (SSM) is responsible for policy formulation, program development and procedural compliance for self-employed, investor and entrepreneurial programs.

The Service Line Support Division (SSS) is responsible for the establishment of branch objectives and monitoring of branch policy, program performance and guidance. It is responsible for ensuring compliance with program guidelines and directives, through the establishment and management of the national Quality Assurance program for all inland activities by monitoring the reliability of client information provided in applications and the quality of decision-making made by the staff. The division is also responsible for the development of the annual immigration plan for production of annual statistics and management reports including levels and mix information.

#### ◆ Legislative Review and Implementation (Special Project) (DMX)

The role of the Immigration Legislative Review and Implementation Branch is as follows:

- to support the passage of Bill C-11 (the proposed Immigration and Refugee Protection Act) through the legislative process;
- to coordinate work related to the drafting of the Regulations related to C-11;
- to coordinate the implementation of legislative and non-legislative reforms associated with Bill C11.

### Operations

#### ◆ Atlantic Region

The Atlantic Region of Citizenship and Immigration Canada is responsible for the delivery of Canada's immigration programs in the four Atlantic Provinces: Nova Scotia, New Brunswick, Newfoundland and Prince Edward Island. This includes immigrant selection, non-immigrant processing, immigration medical services, interdiction, reporting and liaison.

The Atlantic Region is responsible for the delivery of all program activities to the Atlantic provinces, including: immigration, visitor and refugee programs, Citizenship, Settlement, Enforcement, Selection, Inland Control, and Ports of Entry. The Atlantic Region is also responsible for ensuring a consistent approach across the four

provinces; as well as for co-ordination and liaison with other departments and agencies such as the Canada Customs and Revenue Agency (CCRA), the Canadian Security Intelligence Service (CSIS), Health Canada and the Royal Canadian Mounted Police (RCMP). The Atlantic Region ensures that the delivery of these programs is consistent with Canadian law and policy.

The Atlantic Region consists of 12 offices and the Atlantic Regional Headquarters. Inland and Port of Entry Officers are responsible for facilitating the admission of bona fide visitors, temporary workers, students, immigrants and refugees while ensuring that those inadmissible to Canada are refused entry and those subject to enforcement action are dealt with promptly and efficiently. These officers are also responsible for investigations, removals and hearings in order to take action against violations of the Immigration Act. In addition to providing immigrant and temporary admissions services, Inland offices also grant citizenship and work with the provinces, municipalities and community groups to help newcomers integrate and promote understanding of the rights and responsibilities of Canadian citizenship.

#### ◆ Quebec Region

The role of Citizenship and Immigration Canada's Quebec Region is to apply federal programs and offer citizenship and immigration services for Quebec Region in collaboration with Quebec's Department of Citizen Relations and Immigration, which exercises a shared jurisdiction with the federal department in the area of immigration.

CIC Quebec Region's mandate is carried out by a regional office, fourteen local offices, two citizenship offices in Montreal and Quebec City, and a centralized telephone service, the Montreal call centre.

For the Citizenship Program, the Quebec Region provides Canadian citizenship granting services to candidates who apply for citizenship, and also has a mandate to promote citizenship and the values associated with it.

For the Immigration Program, the region's network of airport, land and maritime ports of entry manages the admission of visitors, immigrants and refugee claimants to Canada. The network of inland offices offers services to clients located within Canada.

To ensure the integrity of the Citizenship and Immigration programs, staff at ports of entry and inland offices apply enforcement measures to individuals who violate the Immigration Act and Regulations, and conduct investigations where priority is given to the criminal clientele. CIC staff also represent the Minister in inquiries, appeals and interventions before the



Immigration and Refugee Board of Canada. Detention services are provided by the Immigration Prevention Centre, which is located in Laval.

The call centre, which is located in Montreal, allows clients in Quebec and the Maritimes, and also Francophone clients in other regions, to obtain general information about citizenship and immigration services and programs, to order application kits or to check the status of an application.

The Client Services Unit has been set up to offer services that complement those of the call centre. Staff in the Unit provide services relating to complaints, and respond to complex requests that cannot be handled by the call centre.

The Contemporary War Crimes Unit of Citizenship and Immigration Canada's Quebec Region is located in Montreal. The Unit has a mandate to coordinate all the measures required to attain the objectives of the Immigration Program concerning individuals who have committed war crimes or crimes against humanity, so that those individuals may be deported from Canada or have their visa application refused. The Unit is also responsible for providing liaison with the Department of Justice in cases of prosecution before the courts, and keeps and inventory of cases for all of Quebec.

The Quebec Region is very involved in the Our Missing Children program, and plays an active role in it. The aim of this program is to identify children who have been abducted or are runaways and who appear at our borders. In this area, great vigilance is exercised by immigration officers, who are regularly briefed on the profile of the runaways, kidnappers and smugglers who might be implicated in this traffic in children.

### ◆ Ontario Region

Ontario Region is responsible for the delivery of immigration and citizenship programs in CIC's largest and most diverse region. This region is comprised of Directorates and regional management areas which report to the Office of the Director General.

Strategic Planning and Executive Services (SPEX) leads the Planning and Accountability Cycle for Ontario Region. SPEX facilitates the development of Regional Priorities, publishes them, and develops templates for Regional Management Area Workplans.

The Ontario Administration of Settlement and Integration Services (OASIS) assists newcomers to become members of Canadian society through the funding of essential integration services in partnership with the community.

The Selection Integration and Refugees (SIR) Directorate is responsible for the Ontario Call Centre, partnerships, all aspects of processing in-Canada applications referred by Central Processing Centres, the Citizenship program, Inland refugee intake, coordination of Continuous Process Improvement, quality assurance and some enforcement activity.

The Port of Entry Directorate is responsible for providing advice and guidance on Port of Entry issues to the Director General and field staff. The Directorate is also responsible for liaison with the Canada Customs and Revenue Agency (CCRA) – Customs Border Services at a regional level.

The Enforcement Directorate provides advice and guidance to all staff across the Region on Enforcement matters and provides direct delivery of immigration enforcement in the Greater Toronto Area.

Communications provides communications products and services for both internal and external clients and designs communications strategies and action plans to achieve Departmental and Regional objectives.

Finance Administration and IT Services (FAIS) responds to the operational needs of CIC staff and programs through the provision of integrated corporate services in the areas of Finance, Administration, and IT Services. In addition, FAIS includes Access to Information and Privacy, which provides service to departmental staff and the public at large.

Human Resources provides Pay and Benefits, Staffing, Staff Relations, Classification, Training and services to the Region.

### ◆ Prairies and Northern Territories Region

The Prairies and Northern Territories Region is responsible for the delivery of Canada's Immigration visitor, citizenship, enforcement and settlement programs for the department through port of entry and inland offices in Alberta, Saskatchewan, Manitoba, the Northwest Territories and Nunavut.

Prairies and Northern Territories Region consists of:

- Regional Headquarters located in Winnipeg
- Five full service (inland) Citizenship and Immigration Centres located in Calgary, Edmonton, Saskatoon, Regina, and Winnipeg
- Three international airport ports of entry at Winnipeg, Calgary, and Edmonton
- Five land border ports of entry located at Coutts, Carway and Chief Mountain in Alberta, North Portal in Saskatchewan, and Emerson in Manitoba
- Two 'Satellite' offices in Lethbridge and Yellowknife

All offices are responsible for facilitating the admission of bona fide visitors, temporary workers, students, immigrants and refugees while ensuring those inadmissible to Canada are refused entry and those subject to enforcement action are dealt with promptly and efficiently.

The ports of entry are additionally responsible for 31 customs outposts staffed by customs officers and any port of entry function along the U.S. – Canada border in Alberta, Saskatchewan and Manitoba.

The inland offices also grant citizenship and work with the provinces, municipalities and community groups to help newcomers integrate and promote understanding of the rights and responsibilities of Canadian Citizens.

The Regional headquarters for the Prairies and Northern Territories Region is located in Winnipeg. Regional office personnel provide management and program advice and guidance to field offices; and liaise with National Headquarters, call centres, case processing centres, other government departments, provinces, municipalities and community groups as well.

#### ◆ British Columbia and Yukon Region

The British Columbia and Yukon Territory Region coordinates the delivery of Citizenship and Immigration services to residents and visitors throughout British Columbia and the Yukon Territories. Core service activities include; immigration, enforcement, visitor, citizenship, and settlement programs of the Department through Ports of Entry and Inland offices. The region consists of 3 Airports, 5 Land Border Ports, 4 Marine Ports, 1 Passenger Rail Port, 3 Satellite Ports, 15 Customs Outposts, 2 Remote Permit Ports, and 5 Inland offices. Officers at the ports of entry as well as inland are responsible for facilitating the admission of bona fide visitors, temporary workers, students, as well as immigrants and refugee while ensuring that those inadmissible to Canada are refused entry and those subject to enforcement action are dealt with promptly and efficiently. These officers are responsible for investigations, removals and hearings and appeals in order to take action against violations of the Immigration Act. In addition to providing immigrant and temporary admissions services Inland offices also grant citizenship and promote understanding of the rights and responsibilities of Canadian citizenship. The settlement programs delivered in the Region are now limited to refugee resettlement, airport reception, and the programming in Yukon, as the Canada-BC Immigration Agreement gave the province responsibility for the design and delivery of settlement program funding. BC/Yukon Region also houses the Western Canada Call Centre which serves BC, Alberta, Saskatchewan, Manitoba, Yukon and Northwest Territories. The region is also home to the Marine Response Team which was developed to meet the challenge of large-scale marine

smuggling operations of the West Coast of British Columbia and is responsible for the interdiction, containment and transportation of irregular marine arrivals off Canada's West Coast.

#### ◆ International Region (RID)

The International Region is responsible for the delivery of Canada's immigration programs at Canadian missions abroad. This includes immigrant selection, non-immigrant processing, immigration medical services, interdiction, and reporting and liaison. The International Region plays a lead role in international migration, and in the co-ordination of the Department's international activities, particularly with respect to relations with Foreign Affairs and International Trade Canada (DFAIT), other countries, and multilateral organizations. The International Region comprises eight divisions – Asia and the Pacific (RIA), Africa and the Middle-East (RIF), Western Hemisphere (RIW), Europe (RIU), Resource Management (RIG), Personnel (RIR), Operational Co-ordination (RIM) and Management Services (RIS).

The International Region is responsible for the delivery of all program activities at Canadian diplomatic missions around the world. This includes all operational aspects of immigration programs such as delivery of annual immigration levels; management of immigration, visitor and refugee programs abroad; ensuring a consistent approach across geographic regions; and co-ordination and liaison with other departments and agencies such as Canadian Security Intelligence Service (CSIS), Health Canada and the Royal Canadian Mounted Police (RCMP). The International Region ensures that the delivery of the program is consistent with Canadian law and policy and with Canada's bilateral and multilateral foreign policy interests.

The four geographic branches are responsible for managing the delivery of immigration, visitor and refugee programs at missions within the following territories: Asia-Pacific, Europe, Western Hemisphere, and Africa and the Middle-East.

Resource Management (RIG) is responsible for the maintenance of an operational structure through the allocation of financial and human resources to ensure global immigration is consistent with levels established by Cabinet. This includes those resources in the DFAIT financial base that support the immigration program. Resource Management includes Resource Allocation and Administrative Services (RIGS) and Overseas Resources Management (RIGR).

Operational Co-ordination (RIM) is responsible for the development and dissemination of statistical information relevant to international operations, communications policies and activities with missions abroad, managing



overseas mission reconfiguration, promotion and recruitment, and issues of global interest within the International Region.

In close cooperation with the departmental Human Resources and Finance and Administration Branches, the Personnel Division (RIR) is responsible for the management of human resources relating to the International Service. This division includes Assignments (RIRA), Personnel Services (RIRP) and Training (RIRT).

Management Services (RIS) is responsible for the provision of program support to the region for information management, visits and protocol, access to information, management of locally engaged staff and program integrity.

### ◆ Case Management (BCD)

The role of the Case Management Branch is to review and manage contentious, sensitive and high profile cases. The Branch is responsible for providing expertise on security, terrorism, organized crime, modern war crimes, criminality/rehabilitation and danger to the public issues. The branch also manages case litigation. Often “our” cases require the Minister’s personal attention and we prepare house cards as well as chronologies and MOFRA’s (Minister’s Office Field Request for Advice). At the same time, many of our cases may involve seeking the Minister’s special exemption from certain provisions of the Immigration or Citizenship Act and Regulations.

The operations of this branch are complex, involving coordination and cooperation with other Citizenship and Immigration branches, field staff, other government departments and agencies and external organizations in Canada as well as overseas.

The branch is organized in six divisions. “Our” cases are temporarily “borrowed” from our inland and overseas immigration/citizenship offices, which explains why this branch has a more “operational” focus than most other departmental support branches.

(1) Case Review (BCM). Assesses all sensitive Immigration and Citizenship cases, other than those related to organized crime, security and modern war crimes. The division is divided into three sections:

- one is responsible for Danger to the Public (criminality), as well as Rehabilitation cases
- another handles all remaining high profile cases not dealt with by the Organized Crime, Security Review or Modern War Crimes areas

- the third handles difficult and contentious citizenship cases. Unlike immigration analysts, Citizenship analysts have the sole delegated authority to perform functions on certain complex cases.

Case Review deals with all sections of the Citizenship Act and Immigration Act – with the exception of Section’s 19(1)(c.2)(e)(f)(g)(j)(k) and (l) of the Immigration Act.

- (2) Organized Crime Division (BCO). The role of this division is to develop a broad understanding of the organization and operation of international organized crime, and of specific types of organized crime (such as: Asian, Russian, Caribbean organized crime, Italian Mafia groups, Outlaw Motorcycle gangs and Latin/South American Cartels), with the ultimate goal of ensuring that any inadmissible person is denied an entry visa or removed from Canada. They are the primary support and provide subject matter expertise to the Minister’s office and immigration officers in Canada and abroad regarding such cases. The division is also involved in framing our response to money laundering. The section of the Immigration Act that they deal with is: Section 19(1)(c.2).
- (3) Security Review’s Division (BCZ). Cases in this division involve applicants considered to be a security risk because of their political activity (ex: terrorism, espionage). Security Review supports the security clearance process “owned” by the Canadian Security and Intelligence Service (CSIS), as well as providing expertise and advice to immigration officers in Canada and overseas to ensure proper screening of applicants whether they be refugee, visitor or immigrant applicants.

The sections of the Immigration Act that they deal with in particular are: Sections 19(1)(d) (e), (f), (g) and (k).

- (4) The Modern War Crimes Directorate is made up of two divisions:
  - a) Modern War Crimes (BCW) exists to support both overseas and in Canada activities as well as to monitor and inventory all Modern War Crimes cases. They are responsible for developing and providing the tools necessary to allow immigration and visa officers to identify and properly refuse war criminals, as well as ensure consistency of approach, via training and briefings, country profiling and screening aids. The unit also supplies legal advice, research assistance and expertise regarding issues and cases that will result in effective decision making. The sections of the Immigration Act that they deal with in particular are: Sections 19(1)(j) and (l), as well as article 1F(a) of the Geneva Convention for Refugees.



- b) Modern War Crimes Intelligence (BCI). This unit is an integral component to Modern War Crimes intelligence gathering for the Government of Canada and is the lead Government coordinator for support to the International War Crimes Tribunals. It is responsible for the collation and analysis of intelligence, provision of subject matter expertise, and exchange of information with Canadian intelligence agencies regarding Modern War Crimes information. The unit contributes to CIC training and briefing programs, country profiling and screening, and supports the day to day operations of the Modern War Crimes Unit (BCW) at Headquarters
- (5) Litigation Management (BCL). Unlike the other divisions, Litigation is not a component of the immigration or citizenship process. Their main role is to provide a link between Justice lawyers and CIC policy and operational personnel. This unit instructs Justice lawyers on case-specific immigration and citizenship matters before the courts, provides guidance to CIC staff on the litigation process in general and specific cases and ensures appropriate action in response to court. Like the other divisions, this group also responds to inquiries from the Minister's office and the field. The sections of the Immigration Act that BCL deals with most often are: Sections 71, 82.1, 82.2 and 83 of the Immigration Act. They are the sections that deal with Judicial review process and the Immigration Appeal Division (IAD) appeals made by the Minister.
- (6) Service Line Support (BCD). This section supports the Director General regarding branch-wide issues such as: budget management, human resource, IT support, program measurement and strategic planning. It manages corporate and policy issues that have cross-branch implications. It also supports the Director General regarding the Border Vision initiative – in particular information sharing and fingerprint exchange.

#### ◆ Strategic Operations Planning Unit (AOB)

The Strategic Operations Planning Unit was created in January 2000. Its functions are to report on CIC operational performance, to develop and improve operational coordination and to strengthen business planning within the Sector.

#### ◆ Medical Services Branch

The Medical Services Branch was officially established on August 6, 2001. Among other things, the Medical Services Branch is responsible for spearheading the development of operations and policy for the Medical Program at CIC, in addition to advising senior management and the Minister on medical matters.

## Centralized Service Delivery and Corporate Services

### ◆ Finance and Administration (BFD)

The Finance and Administration Branch provides services, advice and information to departmental management concerning the financial and administrative management of the Department's policies and programs. The Branch is divided into four directorates: Financial Policy and Systems (BFP), Accounting Operations (BFO), Financial Planning, Analysis and Reporting (BFM), and Administration (BFA). The key functions carried out by the Branch include: providing financial and administrative policies and systems; providing accounting services; managing the loan portfolio; developing cost recovery/revenue generation plans; developing resource management plans for reallocating departmental funds or securing funding approval through central agencies to fund departmental programs; providing financial analysis and reporting services; providing facilities and real property asset management services; and supplying materiel, contracting and security services.

### ◆ Departmental Delivery Network (RND)

The Departmental Delivery Network (DDN) provides integrated program management and delivery on a product line basis in Canada. It ensures that CIC's seven centralized points of service have access to management and program support.

DDN includes a small NHQ structure [including Support Services (RNA), Service Delivery (RNS), and Citizenship and Immigration Services (RNO)], three central processing centres [Case Processing Centres (CPCs) are in Vegreville, Alberta (RNV), Mississauga, Ontario (RNM), and Sydney, Nova Scotia (RNC)], and four Ottawa-based central points of service [Interim Federal Health Program (RNI); Immigration Health Services (RNH); Immigration Warrant Response Centre (RNZ); and Query Response Centre (RNQ)].

The Support Services Division (RNA) is responsible for developing systems for Information Management, Information Technology, Human resources practices, finance and administrative matters.

The Service Delivery Division (RNS) provides functional guidance to CIC's call centre operation. It also develops the application kits used by clients to access the CPCs and missions outside Canada.

The Citizenship and Immigration Services Division (RNO) is the principal contact in National Headquarters for the three CPCs (Mississauga, Sydney and Vegreville). RNO provides the CPCs with advice, guidance, assistance and operational instructions on the Citizenship and Immigration programs.

CPC-Vegreville (RNV) opened for full processing on April 1, 1994 and is responsible for:

- Visitor Extensions;
- Student Authorizations;
- Employment Authorizations;
- Minister's Permit Extensions;
- Immigrant Applications for Landing in Canada; and
- Right of Landing Fee (ROLF) Loans.

CPC-Mississauga (RNM) is the national case processing centre for all Family Class sponsorships. It is responsible for determining the eligibility of sponsors; and advising the visa posts accordingly. It is also the contact point for sponsorship default notification and is responsible for the issuance of A118(a) assignments to the provinces. In addition, CPC-Mississauga provides administration support to the sponsorship process through the collection of the Right of Landing fee (up front and back-end), cancels the terms and conditions of landing, serves as national repository for all sponsorships, and liaises with Le Ministère des Affaires internationales de l'Immigration et des Communautés Culturelles (MAIICC), respective provincial adoption ministries, and ministries of social services regarding sponsorship issues.

CPC-Sydney (RNC) has operated since 1984 and provides direct service in all matters concerning Canadian Citizenship. Through the Citizenship Registration System (CRS), the staff administers the Citizenship Act while serving as a citizenship card production centre.

The Interim Federal Health (RNI) Program which was known as the Non-Insured Health Benefit Program under Health Canada was transferred to CIC on April 1, 1995. RNI is designed to cover emergency and essential health care costs for refugee claimants, refugees and others under immigration control.

The Immigration Health Services Division (RNH) is responsible for centralized medical processing in North America; developing medical assessment guidelines; maintaining quality assurance standards; and providing statistical and qualitative medical information.

The Immigration Warrant Response Centre (RNZ) is responsible for managing immigration warrants on the Canadian Police Information Centre (CPIC) database; and for responding to requests for warrant confirmation from police agencies, Canada Immigration Centres and Missions abroad. The centre also responds to police requests for immigration and citizenship status checks.

The Query Response Centre (RNQ) retains on microfilm tape records of entry to Canada for immigrants, foreign students, visitors and temporary workers, as well as selected enforcement documents. The Centre is responsible for requests for verification of admission and supporting documents for immigration inquiries and court proceedings. It also includes verifying landing records of those who wish to become Canadian Citizens and the processing of requests to amend or replace landing records.

### ♦ Information Management and Technologies (BID)

The Information Management and Technologies Branch is responsible for the design, development, implementation, maintenance and ongoing operational support of all of Citizenship and Immigration Canada's automated systems. It establishes and administers all policies and standards related to information management and information technology and is responsible for the effective introduction and development of information management and information technology solutions for the department. The branch also ensures the integrity, accuracy and effective delivery of departmental information holdings, including departmental records (both paper and microfilm) and library holdings.

IMTB also provides management of Local and Wide Area Networks used by the department and full computer operations and production support for National Systems and end-user support for the National Headquarters component.

### ♦ Modern Management Office (Special Project) (MMO)

CIC created its Modern Management Office (MMO) in August 2000 as an important step to implement the Modern Comptrollership Initiative of the Government of Canada.

Essential elements of modern comptrollership are strategic leadership, motivated people, shared values and ethics, integrated performance information, mature risk management, rigorous stewardship and improved accountability.

Progress has been made in several areas. In March 2001, CIC carried out a baseline assessment of its capacity to implement modern management practices in the department. In July, the report of CIC's Modern Management Practices Assessment was completed and an action plan is being developed. In addition, CIC is taking steps to implement other key elements of the modern comptrollership.



## Strategic Directions and Communications

### ◆ Communications (BPD)

The role of the Communications Branch is to provide services which will meet the communications needs of the Minister, the Deputy Ministers, the department and its clients. The Branch informs the public, in both official languages, about departmental policies, programs and services, alerts key audiences to major new departmental initiatives, and provides advice and guidance to the Minister and senior departmental officials on all communications aspects of programs, operations and activities. The Communications branch is divided into three directorates: Corporate Communications, Strategic Communications, and Public Relations and Media Relations. The key functions carried out by these directorates include publishing and distribution, internal communications, media relations, media monitoring and analysis, speechwriting for the Minister and senior departmental officials, strategic communications advice and planning, community education and outreach, public environment research, program related communications assistance, and departmental publications.

Communications is also responsible for the maintenance and upkeep of the departmental Internet Web Site, which gives access to a wide variety of departmental publications and provides answers to frequently asked questions.

### Strategic Policy, Planning and Research (BSD)

SPPR provides strategic policy, planning and research support to the Department, including the integration of priorities with the broader government agenda.

The Intergovernmental and Stakeholder Relations component (BSO): establishes frameworks and acts as the Department's focal point for federal-provincial relations; supports existing immigration agreements; establishes negotiating frameworks; manages federal-provincial negotiations for immigration agreements; manages negotiations of memorandums of understanding on the exchange of information with provinces; and supports other branches in federal-provincial consultation exercises.

Strategic Policy (BSD) provides strategic policy advice and briefings for the Minister, Deputy Minister and the Associate Deputy Minister on government-wide and Department-wide issues, and develops and coordinates long-term and ongoing corporate strategic policy.

Strategic Planning (BSP) provides organizational leadership for the departmental planning and accountability processes, including performance reviews, plans and priorities, reporting systems, and environmental analysis.

Strategic Information (BSP) ensures the development of supportive information systems and data policy; promotes the development of statistical "Executive" reporting, scanning and analysis tools; and provides secretariat and substantive support for departmental intelligence partners.

Strategic Research and Review (BSS) provides support to policy and program development; develops and manages the departmental research plan; is the departmental focal point for the development and contracting of research; leads the Department's audit and evaluation activities; and develops and manages the Department's review (audit/evaluation) plans.

Regulatory Process (BSP) provides advice and guidance on regulatory issues; manages and monitors the regulatory and legislative agenda; and develops the regulatory plan.

### ◆ Executive Services (BMD)

The Executive Services Branch consists of Briefings and Parliamentary Affairs (BMP), Ministerial Enquiries (BMQ) and the Public Rights Administration (BMX).

Briefings and Parliamentary Affairs is responsible for managing Ministerial and DM briefings, providing information to the Minister's office in preparation for Question Period, organizing and managing corporate committees, and supporting the movement of CIC items through the parliamentary process.

The Ministerial Enquiries Division provides enquiries and correspondence management services to the offices of the Minister and the Deputy Minister. Its mandate is to prepare replies to written enquiries/correspondence for the Minister; reply to telephone enquiries from Members of Parliament (MPs) and Senators; and provide advice/guidance to the Minister's office to address requests for ministerial intervention. The division is divided into three units – Ministerial Enquiries Tracking Unit; Correspondence Unit and a Telephone Enquiry Unit. There is also have a small group of Senior Program Advisors who provide advice/guidance to the Minister's office to address requests for ministerial intervention.

The Public Rights Administration is responsible for the management of access to information, privacy and human rights activities.



### ◆ International Liaison

International Liaison develops the Department's international migration strategy and coordinates departmental participation in multilateral activities and fora by: managing and enhancing Canada's participation in international organizations active in migration; supporting Canada's foreign policy objectives by working with Foreign Affairs and International Trade Canada (DFAIT), Canadian International Development Agency (CIDA) and other government departments, as well as with researchers and non-governmental organizations, identifying and pursuing the links between international migration and other foreign policy issues, such as sustainable development, population programs, human rights, humanitarian assistance, trade, foreign investment, conflict resolution, and peacebuilding; managing Canada's participation in technical assistance projects in the area of migration; and providing secretariat support to the Department's Steering Committee on the International Agenda.

### ◆ Metropolis (APX)

CIC supports the Metropolis Project Team which coordinates the Metropolis Project and its strategic directions. The Metropolis Project is a cooperative international initiative to stimulate multidisciplinary policy research on the effects of international migration and diversity, especially on cities. The key objective of the Metropolis Project is to give governments solid information to help them develop policies that can accommodate and manage social change arising from immigration. The project is structured as a partnership with both domestic and international components.

Nationally, the Metropolis Project is supported by a consortium of federal departments and agencies (Citizenship and Immigration Canada, Social Sciences and Humanities Research Council, Health Canada, Canadian Heritage, Status of Women Canada, Human Resources Development Canada, Statistics Canada, Canada Mortgage and Housing Corporation, Correctional Services Canada). The Metropolis Project Team coordinates federal activities through an interdepartmental committee structure. Four Metropolis Centres of Excellence, located in Montréal, Toronto, Edmonton and Vancouver, have been created, each a partnership of major universities. Collectively the Centres involve 15 universities and several hundred affiliated researchers, including graduate students. Federal, provincial and municipal governments, NGOs and private sector representatives participate actively on the management and advisory structures of each of the Centres. In addition to receiving core federal support, the Centres draw extensive support from the universities and receive additional project resources from federal departments, provinces, NGOs and the private sector.

The international Metropolis Project involves a partnership of policy makers and researchers from over 20 countries, including the United States, most of western Europe, Israel, Argentina and the Asia-Pacific Region, and inter-governmental and non-governmental organizations, such as the European Commission, UNESCO, the International Centre for Migration Policy Development, the International Organization for Migration and the Migration Policy Group. The international project is heavily leveraged financially and is managed through an International Steering Committee with the CIC Metropolis Project Team providing strategic direction and coordination.

### Human Resources (BHD)

The Human Resources Branch provides a full range of personnel services such as staffing and classification, official languages, pay and benefits, training and development services to staff, as well as management of staff relations, professional conduct, conflict of interest, compensation, employee assistance, workforce adjustment, workforce analysis, human resources planning including employee appraisals and telework, awards and diversity management programs. This branch also develops, disseminates and monitors human resources policies and programs.

### Other

#### ◆ Global Case Management System (GCMS)

The Global Case Management System (GCMS) is a five-year program to replace Citizenship and Immigration Canada (CIC)'s business systems with an integrated case management based set of applications and infrastructure components in support of all of the Department's client operations.

The program will improve CIC's overall efficiency, and client service delivery, as well as facilitate communications and data sharing with our delivery partners. GCMS will also provide the technological foundation to support new business initiatives and capitalise on innovative technology.

#### ◆ Client Service Project (DMS)

A Client Service Initiative was launched in 1999 by CIC in response to the government's commitment to client-centered services. CIC was asked on June 30, 2000 to become a Lead Department for the Treasury Board Secretariat Service Improvement Initiative. The Initiative has focused on three fronts:

- Exploring business solutions for the future of the overseas network through a major pilot project.

- Enhancing client service through the establishment/improvement of service standards and client satisfaction feedback frameworks and mechanisms.
- Supporting and implementing several short-term and longer-term initiatives related to improved access to services, quality assurance, and decreased processing times.

Looking towards enhanced transparency and efficiency of our overseas selection processes, a pilot has been underway since Fall 2000 to test the extent to which it would be more efficient to process immigrant applications from a central location in Canada rather than at Canadian missions abroad overseas. The pilot is also being used as a testing ground for service standards, a quality assurance process, Family Class re-design and digitally imaged files.

### ♦ Ombudsman

The Ombudsman provides an informal process for dealing with employee concerns and problems. These include, but are not limited to, unfair practices or systems, the conduct of other employees and issues of ethical behavior, such as conflict of interest or activities that seem to be contrary to public service values and the public interest.

The services of the Ombudsman are available to all employees of the Department of Citizenship and Immigration at all levels, including managers. Any matter of concern to the employee can be raised with the Ombudsman.

The Deputy Minister assigns the responsibilities and duties of Ombudsman as per his general authority under the Public Service Employment Act. The Ombudsman reports directly to the Deputy Minister.

The services of the Ombudsman are available to employees who wish to resolve problems informally as an alternative to more formal mechanisms, such as grievances, appeals and complaints. The Ombudsman is not intended to replace other existing policies or procedures, the roles of unions, the department's Staff Relations division, the established system of Designated Departmental Representatives, the Public Service Commission, the Public Service Staff Relations Board or the Canadian Human Rights Commission. The Ombudsman will ensure that employees are aware of these alternatives and the time limits within which they may access them, so that they may make an informed choice as to which process to follow.

## Information Holdings

### Program Records

#### Policy and Program Development

##### ♦ Enforcement (SED)

##### Enforcement

**Description:** General correspondence relating to Enforcement activities, including letters, briefing notes and ministerial correspondence; policies, statistics, directives, manuals, operational memoranda on the specific Immigration Enforcement functions and obligations; the Immigration Act and Regulations, proposed amendments thereto, historical amendments and Regulatory Impact Analysis Statements (RIAS), and other related statutory instruments. **Topics:** Port of Entry management, Investigations, Removals, Hearings, and Detention: Policies, guidelines, procedures, and correspondence concerning the following subjects, and issues resulting therefrom:

- Primary and secondary examinations;
- Documents required by persons seeking to enter Canada;
- Examinations of Canadian citizens, registered Indians, returning residents and Minister's Permit holders;
- Examination of immigrants;
- Processing student authorizations;
- Examinations of visitors and foreign workers;
- Lookouts;
- Operation of Ports;
- Preparation of section 20 reports, voluntary withdrawal, and directions to return to the United States;
- Senior Immigration Officer functions at ports of entry;
- Maritime procedures;
- Search, seizure of documents and private vehicles, fingerprinting and photographing;
- Holding, detaining and seizing vehicles operated by transportation companies;
- Obligations and liabilities of transportation companies;
- Verification of departure at ports of exit;
- Temporary entry of business persons under the North American Free Trade Agreement (NAFTA);
- Reciprocal Arrangement with the United States;
- Memorandum of Understanding with Canada Customs and Revenue Agency;
- Memorandum of Understanding with Health Canada;
- Canada/US Accord on our Shared Border

- Treaty on Mutual Legal Assistance with the United States;
  - Transfer of Prisoners Program;
  - Investigations (peace officer status; use of force; police liaison);
  - Searches and seizure;
  - Arrests with warrant;
  - Arrests without warrant;
  - Preparation of section 27 Reports;
  - Special treatment of unaccompanied minors;
  - Detentions pursuant to the Immigration Act;
  - Detention reviews;
  - Testifying;
  - Immigration inquiries before an Adjudicator;
  - Determinations of eligibility under the Immigration Act to have a claim to be a Convention refugee referred for determination;
  - Re-determinations of eligibility to have a refugee claim determined where individual has been convicted of a serious criminal offence;
  - Re-determination of eligibility to have a refugee claim determined where the claim is based on fraud or misrepresentation of a fact material to eligibility;
  - Nullification of multiple refugee claims;
  - Senior Immigration Officer functions in the issuance administrative removal orders and with respect to detention and release;
  - Appeals to the Immigration Appeal Division from removal orders issued against permanent residents, returning residents, Convention refugees, or visa holders;
  - Appeals to the Immigration Appeal Division from refusals of sponsored applications for permanent residence by members of the family class;
  - Appeals to the Immigration Appeal Division by the Minister from the refusal of an adjudicator to issue a removal order;
  - Interventions and participation by the Minister in refugee claims being heard by the Convention Refugee Determination Division;
  - Applications by the Minister to the Convention Refugee Determination Division to vacate the Convention refugee status of specific individuals;
  - Applications by the Minister to the Convention Refugee Determination Division for a determination that an individual has ceased to be a Convention refugee;
  - Removals from Canada of individuals subject to removal orders (voluntary removal; departure orders; deportation orders; exclusion orders; logistics of removal; verification of departure; travel documents; escorts; removal arrangements with other countries);
  - Seizing and returning documents;
  - CPIC access and warrant management (personnel security; office security; Immigration Warrant Response Centre role; disclosure of CPIC information);
  - Cash deposits and performance bonds;
  - Information on the impact of International Tribunals on the Enforcement program, particularly the Convention on the Rights of the Child;
  - Our Missing Children Program;
  - General information on cooperation and liaison activities with law enforcement agencies, in particular the RCMP and CSIS;
  - Memorandum of Understanding with the Correctional Service of Canada respecting the Exchange of Information;
  - Memorandum of Understanding with CPIC Services;
  - Memoranda of Understanding with various police agencies;
  - Administrative Framework Agreement with the Immigration and Refugee Board of Canada;
  - Removals Arrangements with Jamaica, Vietnam, Slovenia, the Czech Republic, Hong Kong, Lebanon, and Portugal;
  - Client card project;
  - Canada-United States Border Vision;
  - Intergovernmental Consultations on Refugee Asylum Policies and Migrations in Europe, North America and Australia (Working Group on Return and Working Group on Trafficking of Aliens);
  - G8 Lyon Sub-Group on Migration;
- Intelligence and Interdiction: policies, guidelines, procedures, statistics, correspondence and reports concerning the following subjects and the issues resulting therefrom:
- Enforcement activities involving organized illegal migration and smuggling;
  - Cooperation and liaison with international enforcement agencies concerned with illegal migration;
  - Interdiction exercises;
  - Fraudulent document identification;
  - Undocumented arrivals;
  - Improperly documented arrivals at Canada's ports of entry;
  - Illegal marine arrivals;
  - Visitor visa imposition and exemptions;
  - International migration trends; special population movements as a result of civil war, social/political upheaval, and natural disasters;



- Document vendors, couriers, and alien smugglers;
- Various means used for establishing identity, disembarkation cards, entry and exit permits, fingerprints, and photographs;
- Canadian and non-Canadian passports technical specifications, identification requirements, exceptions and regulations;
- Canadian and non-Canadian visas technical specifications, regulations, agreements, visitor visa requirements, exemptions, diplomatic and courtesy visas;
- Documentation required for ship crew members, and the use of crew manifests;
- Intelligence bulletins;
- Seizure of documents from international mail and courier systems.

**Program Record Number:** CIC ASB 001  
(formerly EIC IMM 075)

### Transportation

**Description:** Information on the transportation of persons to, from or within Canada. **Topics:** Transportation by air, land or sea; companies' obligations for the provision of examination facilities; payment of detention, removal and medical costs; administration fees, deposit of security for persons conveyed in companies' vehicles; responsibilities and regulations of travel agencies. **Program Record Number:** CIC ASB 002 (formerly EIC IMM 085)

### Special Events – Entry to Canada

**Description:** Information on how Port of Entry Examining Officers and Overseas Visa Officers are to process clients seeking entry to Canada in order to participate in international sporting meets, conferences, cultural events and other government sponsored activities. Explains cost recovery procedures, required supporting documentation when clients seek visas aboard or admission at border points, and the types of control documents officers must issue when admitting client. Provides scope of events being held in Canada, and allows regional management teams to allocate resources to posts overseas, ports of entry and inland offices in order to manage the potential increase in client volumes. Provides detailed information on the event location, agenda, qualifications of participants, and contact numbers of organizers. **Topics:** Policies, procedures and operational memos on any special event brought to the attention of Port of Entry Management. **Program Record Number:** CIC ASB 003 (formerly EIC IMM 090)

## ♦ Integration (SID)

### Citizenship Division

**Description:** Information concerning the administration of past and present Citizenship legislation and policy, development of new Citizenship legislation and policies.

**Topics:** Application of citizenship legislation; claims to Canadian Citizenship; status of Canadian citizens; citizenship by naturalization; acquisition of Canadian citizenship; certificates of citizenship; residence requirements; prohibitions; violation and penalty for offence against acts or regulations; hearings; Citizenship Judges; Citizenship Courts; oaths and declarations; loss of citizenship and exemptions; resumption of citizenship; statelessness; dual nationality; Citizenship Act; Citizenship regulations; authority of Governor in Council; repeal of Naturalisation Act and Canadian Nationals Act; manuals and documentary evidence. **Program Record Number:** CIC ASB 004 (formerly CIC CCP 045)

### Integration Promotion Division

**Description:** Information concerning citizenship and settlement promotion, and community partnerships.

**Topics:** Educational resources which support integration of newcomers and citizenship applicants, promotional citizenship initiatives which includes Citizine.ca, a youth oriented Internet site, and Integration Net; development and distribution of resources for the integration of immigrants, preparation of the study guide for the citizenship test, provides support to local citizenship offices and ceremonial halls, community partnerships as well as development of innovative partnerships with CIC regions, national associations and local community groups. **Program Record Number:** CIC ASB 005 (formerly CIC CCP 046)

### Settlement Division

**Description:** Policy, operations and correspondence on programs designed to help immigrants become fully participating, contributing Canadians. **Topics:** Policy development and guidelines in all provinces and territories where CIC is still responsible for the direct delivery of the Settlement programs, and new or existing Settlement Realignment Agreements. General settlement counselling and orientation assistance; language training; co-operation with and funding for Service Provider Organizations (SPOs); reception, and counselling services in Canada and orientation sessions abroad. **Program Record Number:** CIC ASB 006 (formerly EIC IMM 130)

### Service Line Support Division

**Description:** Computerized information systems for financial, personnel, administrative and operation performance, planning and accountability process, and Branch-wide cross-cutting topics related to policy development such as barriers to integration, youth

initiatives and youth at risk. **Topics:** Correspondence; status reports; minutes of meetings, budgets, commitments and expenditures; travel advances and claims; performance information; Branch's input to the corporate planning and accountability processes; and documentation and reports on Branch related policy topics. **Program Record Number:** CIC ASB 007 (formerly CIC CCP 047)

## ◆ Refugees (SRD)

### Refugee Determination

**Description:** Policies, procedures and general information on the process of making a claim for refugee status in Canada and its disposal by the competent authority. **Topics:** Policies and procedures related to the documentation and control of persons claiming refugee status in Canada, the terms and conditions of their stay in Canada, including welfare, legal aid and employment and the procedures for judicial review. **Program Record Number:** CIC ASB 008 (formerly EIC IMM 151)

### Refugees and Displaced Persons

**Description:** Policies, procedures and general information on the admission of refugees and displaced persons. **Topics:** Policies and procedures on emergency situations in which large numbers are displaced from their homes or homeland because of war, revolution or natural disaster; descriptions and policy on promises and guarantees for sponsorship, medical aid and settlement programs by churches, organizations, institutions or individuals on behalf of refugees; background on information exchange programs between CIC and Canadian, provincial or international governments and agencies, such as the International Institute of Humanitarian Law, the United Nations High Commissioner for Refugees and the Immigration and Refugee Board of Canada. **Program Record Number:** CIC ASB 009 (formerly EIC IMM 125)

## ◆ Selection (SSD)

### Business Immigration

**Description:** General correspondence, Regulations, Guidelines, policies and procedures relating to the administration of the Immigrant Investor, Entrepreneur and Self-Employed Programs. Project files for proposals submitted under the Immigrant Investor Program, including copies of private placement offerings, monitoring records and reports, correspondence, marketing materials, etc. **Topics:** Policies and procedures relating to the admission of persons under the Entrepreneur/Investor/ Self-Employed categories. Monitoring and statistical information regarding volume of persons admitted, funds invested, general use of funds, destinations of Business immigrants, etc. **Program Record Number:** CIC ASB 010 (formerly CIC IVR 002)

### Immigrant Loans Program

**Description:** Immigrant loans are designed to help immigrants adjust to Canadian life and to gain access to the labour market. **Topics:** General settlement assistance; assistance loan, clothing, medical examinations, Right of Landing Fee, emergency assistance; immigrant loans provided to those persons accepted as immigrants. **Program Record Number:** CIC ASB 011 (formerly EIC IMM 131)

### Immigrant, Student and Temporary Worker Programs

**Description:** Information concerning regulatory requirements related to the extension of temporary admission to Canada and the acquisition of permanent residence in Canada. **Topics:** Policies and procedures, including operations memoranda for the information and direction of immigration officers and staff in Canada, related to the determination of applications for extensions of temporary entry of students and workers to Canada; applications for permanent residence; and, the sponsorship of relatives from abroad. **Program Record Number:** CIC ASB 012 (formerly CIC IVR 001)

### Family Class Immigration, International Adoption, Live-in Caregivers in Canada, Humanitarian Issues, Minister's Permits, and Immigration Representatives

**Description:** Information concerning regulatory requirements related to the sponsorship of relatives, the adoption of children, the administration of the Live-in Caregivers Program, the acquisition of permanent residence in Canada based on humanitarian grounds, the representation of applicants by lawyers and consultants. **Topics:** Policies and procedures, including operations memoranda for the information and direction of immigration officers and staff abroad and in Canada related to the determination of applications for sponsorships of relatives; applications in Canada for permanent residence; and the representation of applicants before the federal courts. **Program Record Number:** CIC ASB 013 (formerly CIC IVR 010)

### Records of Entry

**Description:** Vital statistics (surname, given names, date of birth or age at time of entry, Canadian port of entry) of all persons entering Canada as permanent residents and certain categories of visitors that must be documented (See also CIC PPU 053 (formerly EIC PPU 230) Permanent Resident Data System). **Topics:** Definition of a permanent resident; of a Canadian citizen; of a deemed resident; of a returning resident; of an unregistered child born abroad of Canadian parents; of a visitor; of a student authorization; of employment and employment authorization; of a ministerial permit; of a ship deserter; of deportation (removal orders, deportation orders, departure notices, confirmations of departure). **Program Record Number:** CIC ASB 014 (formerly EIC IMM 115)



## ◆ Legislative Review and Implementation (Special Project) (DMX)

### Legislative Review Records

**Description:** Information on policies and programs concerning the admission of persons to Canada; information on proposed legislation reform. **Topics:** General correspondence relating to ILRIB activities including letters, briefing notes, and memoranda to the Minister; written requests for documents and written responses to Parliamentary Committees; policies, procedures, directives, manuals, operational memoranda on the functions of CIC; the Immigration Act and Regulations and related statutory instruments; proposed Immigration and Refugee Protection Act (Bill C-11), related documents, including memoranda to Cabinet; results of consultations with the general public, members of the legal profession, MPs, and NGOs as well as briefs and unsolicited comments received from the same groups on proposed legislation; records on the Branch's human resources and budgetary/financial issues; Minutes of the Steering Committee Meetings. **Program Record Number:** CIC ASB 015

## Operations

### ◆ International Region (RID)

#### International Service

**Description:** Information on matters relating to Canadian immigration services. **Topics:** Policy, plans and programs; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; adoption; asylum; employment authorizations; bonds and security deposits; briefs and submissions; citizenship; complaints; data system; death certificates of immigrants; demography; education and training; enforcement; examinations; exclusion and removal; federal-provincial relations; identification and travel documents; illegal entry; marriage and divorce; military personnel; Minister's permits; posts and posts' operations; recruitment and selection; convention and other refugees and designated classes; organizations including IMO, UNHCR and UNRWA; voluntary agencies refugee centres and re-establishment; humanitarian assistance; religious groups and sects; settlement; special events; terrorism; transportation; accommodation; repatriation of immigrants; emigration; research projects. **Program Record Number:** CIC AOB 001 (formerly EAC JFB 022)

### ◆ Strategic Operations Planning Unit (AOB)

#### CIC's Operational Performance Report

**Description:** Produced on a quarterly basis and summarizes the department's operational performance. In addition to identifying performance measures, this report provides a focus on key operational indicators that identify and track delivery system pressure points.

**Topics:** Front-end intakes, active inventories, cycle times, and outputs in targeted areas are tracked. There is also a focus on admissions activities, including inland delivery, centralized processing, overseas processing, and enforcement activities. **Program Record Number:** CIC AOB 002

### ◆ Medical Services Branch

#### Immigration Health Program Records

**Description:** Information on the assessment of prospective immigrants and refugees to Canada by direct medical examinations or assessments of medical examinations to ensure compliance with the Immigration Act and Regulations; provision of, or arrangement for, medical and hospital care for certain groups under the provisions of the Immigration Act, Department of Health and Welfare Act and various Orders-in-Council; and provision of medical advice to the Department on all matters pertaining to the health of immigrants and certain classes of visitors to Canada. **Topics:** Co-operation and liaison; medical examination of immigrants and refugees; diseases in immigrants; passed cases; Immigration Medical Review Board; Immigration medical records. **Program Record Number:** CIC AOB 003 (formerly HWC MSB 235)

## Centralized Service Delivery and Corporate Services

### ◆ Finance and Administration (BFD)

#### Management Data

**Description:** Computerized information systems of a financial, personnel, administrative and operational performance measurement nature. **Topics:** Correspondence; status reports; minutes of meetings. Information held in EDP systems is organized under the following titles: Immigration Program Accounts Receivable – provides for the accounting, control, and billing of loans granted to immigrants. **Program Record Number:** CIC APB 001 (formerly CIC FIN 060).

#### Integrated Financial and Materiel System (IFMS)

**Description:** Computerized information system of a financial, personnel, administrative and operational performance measurement nature. **Topics:** financial position of commitments, budgets, expenditures, revenues, advances, accounts receivable, overall salary costs and non-salary items within CIC, and employee information that allows production of certain personnel reports for management and central agencies. **Program Record Number:** CIC APB 002 (formerly CIC SYS 555)

#### Security

**Description:** Information on policies, correspondence and protective procedures relating to implementation and administration of the Government Security Policy in



the department (except IT security and investigations);.

**Topics:** Policies and procedures on personnel, physical, communications and administrative security, minutes of meetings; briefs, reports, plans. **Program Record Number:** CIC APB 003 (formerly CIC FIN 055)

## ◆ Departmental Delivery Network (RND)

### Immigration Health Services Records

**Description:** Information on the assessment of prospective immigrants and refugees to Canada by direct medical examinations or assessments of medical examinations to ensure compliance with the Immigration Act and Regulations; provision of, or arrangement for, medical and hospital care for certain groups under the provisions of the Immigration Act, Department of Health and Welfare Act and various Orders-in-Council; and provision of medical advice to the Department on all matters pertaining to the health of immigrants and certain classes of visitors to Canada.

**Topics:** Co-operation and liaison; medical examination of immigrants and refugees; diseases in immigrants; passed cases; Immigration Medical Review Board; Immigration medical records. **Program Record Number:** CIC APB 004 (formerly HWC MSB 236)

## ◆ Information Management and Technologies (BID)

### Electronic Data Processing (EDP) Systems

**Description:** EDP (Electronic Data Processing) systems are those used to gather or update the information needed for the operational support of citizenship and immigration programs. Citizenship and immigration-related programs and services are delivered using integrated clerical, manual and EDP systems. The EDP component consists of the sub-systems listed below. All sub-systems are linked to each other, either by a full computer connection (interface), or by common data elements that allow comparisons of information across systems. Therefore, actions in one sub-system may affect the smooth running of others. Approximately 500 separate immigration forms, with a total volume of 1,000,000 documents, are processed through these sub-systems each year.

- Enforcement Information Index (EII) (EDP-5): Please see CIC PPU 041 (formerly EIC PPU 265) for details. A set of EII (CIC PPU 041 (formerly EIC PPU 265)) cases produced on CD was distributed to posts (embassies and consulates) abroad.
- Enforcement Data System (EDS) (EDP-6): Please see CIC PPU 001 (formerly EIC PPU 270) for details. A set of EDS (CIC PPU 001 (formerly EIC PPU 270)) cases produced on CD was distributed to posts (embassies and consulates) abroad.
- Field Operational Support System (FOSS) (EDP7): The FOSS database is a central repository of

information on all persons who have been, may be or are wanted to be seen by Immigration staff. FOSS is the main operational support system for Immigration operations in Canada. The system is comprised of numerous components including query functions, status entry, document creation, refugee monitoring, case processing support, medical profiles, registry functions, client name and address, statistical functions, airport primary inspection line functions, access and security, appeals and litigation, quality assurance and records maintenance. All Immigration staff that work with the public and the staff that support these officers use FOSS. It is also used at all international airports by Customs inspectors and by a number of specialized groups, such as: Case Management, Query Response Centre, Social Insurance Registry, Immigration Health, Immigration Statistics, External Affairs Protocol Office and the U.S. Immigration Offices at Detroit and Buffalo. There are over 14 million client records and over 23 million document reference records.

- Computer-Assisted Immigration Processing System (CAIPS): CAIPS is the Department's automated system for application processing outside Canada. Information is entered in the system from application forms and supporting documentation submitted by applicants for immigrant and visitor visas, returning residence permits and student and employment authorizations.
- Case Processing Centre System (CPC): The CPC system supports the processing of all in-Canada applications for the following six lines of Business: in-Canada sponsorship of family class; extension of visitor visas; extension of employment authorizations; extension of student authorizations; applications for landing in-Canada; applications based on Humanitarian and Compassionate grounds; and for persons deemed refugees. The system will interface very closely with the FOSS system.
- Citizenship Registry System (CRS): The CRS manages processes related to citizenship, namely grants of citizenship and proofs of citizenship. The main functions are: Collect Fees; Collect Data; Certificate Preparation; Clearance; Decision: Scheduling; Log In (results) and File Retention. All record scheduling and workflow data related to citizenship processes are kept in this database and there is an interface with FOSS.
- National Case Management System (NCMS): The NCM system replaces seven regional case tracking applications – Tracking Resource Allocation and Client Scheduling (TRACS), Système d'Affectation des Ressources et Calendrier des Enquêtes (SARCE), Investigations Tracking System (ITS), Investigation Case Management System (ICMS),

Système Informatique pour le Suivi des Appels (SISA), and Appeals Tracking System (ATS). NCMS provides functionality that supports critical case tracking requirements from the regions and NHQ. It provides a facility aimed at satisfying management information needs. Key enforcement data is stored centrally to provide an integrated client case history for all domestic users. Its functions include case tracking, bring forward, scheduling, workload management, file registry, and forms and letters modules for all of CIC's major enforcement business lines (except port of entry examinations).

**Topics:** Information systems generally; standard statistical coding for completing forms; information-gathering systems (employment clearance, occupation, transportation tables, native language); data systems (immigrants processed abroad and in Canada, permanent residents, monthly program reports, special information retrieval procedures, foreign nationals visiting Canada). **Program Record Number:** CIC APB 005 (formerly CIC IMM 110)

#### Technical Support

**Description:** Information on the architecture, development and design of hardware, software, database, information centre, administration of data, Electronic Data Processing (EDP) Policy, Training, EDP Standards, and contracts. **Topics:** Correspondence; tenders and contracts; security of EDP installations; computer activity reports; systems and programming standards; software master control programs and utilities for all systems, EDP policy, database studies, schedules and information, EDP standards and contracting documentation. **Program Record Number:** CIC APB 006 (formerly CIC SYS 560)

### Strategic Directions and Communications

#### ♦ Communications (BPD)

##### Corporate Communications

**Description:** Activity reports; communications plans; departmental newsletters, including Visa, Visa Plus and Plus Info; messages for the Deputy Minister and for the Senior Managers; work plans; internal communications strategies; distribution records; mailing lists for distribution plans; news releases and publications; printing components for all published material, departmental publications, the departmental Internet Web Site, printing and personal service contracts. **Topics:** Organizational structure, special events; strategic initiatives and programs; departmental and government-wide initiatives; the directorate's human resources and budgetary/financial issues; general correspondence; public enquiries; creative graphics;

distribution of departmental products; management of the departmental Internet Web Site. **Program Record Number:** CIC ACB 001 (formerly CIC SPP 618)

#### Public Relations and Media Relations

**Description:** Activity reports; internal memoranda; documents for training of spokespersons; summaries of the day's news; computerized slide presentations; departmental publications; briefing notes; questions and answers and talking points; media lines; action plans; press releases; memoranda to the Minister and Deputy Minister; surveys and polls on public attitudes towards CIC policies, programs and services; documents regarding community education and outreach activities across Canada; survey data and related analyses as well as media analyses of both main stream and ethnic media used for the development of communications strategies; documents describing the status of ongoing projects; documents regarding certain access-to-information requests; personal service contracts. **Topics:** Policy and program related issues; special events; events of interest to media; access-to-information requests; public opinion; public outreach; status of ongoing projects; directorate's human resources and financial/budgetary issues. **Program Record Number:** CIC ACB 002 (formerly CIC SPP 622)

#### Strategic Communications

**Description:** External communications strategies and products; ministerial speeches and speaking notes; questions and answers; Minister's messages; calendar of departmental events; communications plans; actions plans; scenarios; press releases; media advisories; talking points; activity reports articles; internal and external correspondence; memoranda to the Minister; personal service contracts. **Topics:** Departmental policy and program initiatives; public education and outreach; procedures; directorate's human resources and financial/budgetary issues. **Program Record Number:** CIC ACB 003 (formerly CIC SPP 623)

#### ♦ Strategic Policy, Planning and Research (BSD)

##### Admission of Persons to Canada

**Description:** Information on policies and programs concerning the admission of persons to Canada. **Topics:** Policies and programs for the orderly and planned admission of immigrants according to component groups (economic, social and humanitarian immigrants) and of visitors including tourists, temporary workers and foreign students. Related background information including labour market and demographic data. Description of selection criteria and processing systems. **Program Record Number:** CIC ACB 004 (formerly EIC IMM 120)



### Audit of Immigration Programs – working papers

**Description:** Support and reference documents used by auditors in compiling assignment reports. **Topics:** Program guides for conducting assignments, testing results, information relating to observations, findings, conclusions and recommendations for corrective action. **Program Record Number:** CIC ACB 005 (formerly CIC IAB 010)

### Cabinet

**Description:** Cabinet documents; briefing notes; and cabinet business lists, and agendas. **Topics:** Analysis of cabinet documents and advice to the Minister, information on CIC's cabinet activities, weekly timetables of meetings of Cabinet Committees, Cabinet Committee agendas. **Program Record Number:** CIC ACB 006 (formerly CIC SPP 630)

### Evaluation of Immigration Programs

**Description:** Information on the efficiency and effectiveness of the Immigration Program. **Topics:** Studies and projects on the assessment of the overall impact of the immigration. **Program Record Number:** CIC ACB 007 (formerly EIC SPP 665)

### General

**Description:** Policy and correspondence on general citizenship, immigration and demographic activities. **Topics:** Association briefs and submissions, including suggestions and proposals for amending policies and/or procedures; material related to federal-provincial relations regarding immigration policies and procedures, such as reciprocal agreements, exchange of information, consultation papers or amendments to policies and procedures, internal briefing material. **Program Record Number:** CIC ACB 008 (formerly EIC IMM 065)

### Planning

**Description:** Strategic Policy, Planning and Research provides organizational leadership of the departmental planning, accountability and regulatory processes. **Topics:** Records on the planning cycle such as the Planning, Reporting and Accountability Structure (PRAS), the Departmental Performance Report, the Guide to the Regulatory Development Process, the Sustainable Development Strategy, and Part V11 of the Official Languages Act; and the departmental quarterly "Executive Report", data policy and Data Steering Committee agenda and documents. **Program Record Number:** CIC ACB 009 (formerly CIC SPP 665)

### Research

**Description:** Strategic Policy, Planning and Research conducts research and provides information and advice to support policy and program development in the areas of immigration and citizenship. Research reports, surveys, studies, working papers, statistical tables, data

and other information related to international migration, immigration control and security concerns, the impacts of immigration on Canadian society and culture and integration of immigrants in Canada and the impacts of legal and illegal immigration on the Canadian economy, labour force, labour market and population and on the adjustment and integration of immigrants in Canada. Correspondence, specifications, contracts and other files related to the administration and the production of research. **Program Record Number:** CIC ACB 010 (formerly CIC SPP 619)

## ◆ Executive Services (BMD)

### Briefing and Parliamentary Affairs (BMP)

**Description:** Briefing notes/books; Question Period cards and transcripts; Memoranda to the Minister; Parliamentary Returns, written questions, petitions, motions, requests for documents and written responses for Parliamentary Committees; departmental briefing system; guidelines for drafting briefing notes and memoranda to the Minister and agendas, briefing material and records of decisions for departmental committees. **Topics:** Anticipated questions in the House of Commons and recommended responses, transcripts of Question Period proceedings, parliamentary correspondence and replies, House motions, petitions, document requests and replies and monitoring of parliamentary committee activity; requests for briefings and replies; information on upcoming events involving the CIC Minister, Deputy Minister and officials, departmental management committee information such as agendas, briefing material and records of decisions. **Program Record Number:** CIC ACB 011 (formerly CIC SEC 046)

### Ministerial Enquiries Division (BMQ)

**Description:** Guidelines on the handling of ministerial correspondence; statistical reports related to the tracking and control of ministerial correspondence and telephone enquiries. **Topics:** Processing and routing of Minister's and Deputy Minister's correspondence; formatting and presentation of correspondence; volume of correspondence, production and average turn-around times. **Program Record Number:** CIC ACB 012 (formerly CIC SEC 031)

### Access to Information and Privacy (BMX)

**Description:** Policy and guidelines on Access and Privacy; annual reports to the Treasury Board of Canada Secretariat; statistical and other non-personal information provided by requesters in their access requests. **Topics:** Policies and procedures for each component of the legislation; background on legal interpretations of access rights; statistical data on requests and complaints; documents concerning jurisprudence and records of policy decisions made by the Information and Privacy Commissioners; appeals and decisions; CIC policies, procedures and measures



encouraging access generally; administrative costs of public rights management. **Program Record Number:** CIC ACB 013 (formerly CIC SEC 040)

### Human Rights (BMX)

**Description:** Information on policies, guidelines, complaints and other human rights matters. **Topics:** Policies and procedures relating to implementation of legislation; reports on the human rights field; background information relating to complaint activities. **Program Record Number:** CIC ACB 014 (formerly CIC SEC 045)

## ◆ International Liaison

### International Migration

**Description:** Correspondence and information on departmental and government-wide involvement in international fora related to global migration. **Topics:** Cooperation and liaison, reports and statistics, general information and reports on international organizations and conferences. **Program Record Number:** CIC ACB 015

## ◆ Metropolis (APX)

### General

**Description:** External correspondence on general Metropolis activities; internal memos; mailing lists; Metropolis publications, including News Flashes, Dispatches from Metropolis International, the Metropolis Newsletter and Metropolis World Bulletin; Metropolis Network of Websites; printing and personal service contracts. **Topics:** Project evaluation and renewal; Metropolis International Conferences; Metropolis National Conferences; special events, including Metropolis Conversations and seminars; Metropolis research; and Special Projects. **Program Record Number:** CIC ACB 016

## Other

## ◆ Client Service Project (DMS)

### Client Service Initiative Office

**Description:** Information pertaining to service delivery and improvement. **Topics:** Initiatives related to service improvement, inventory reduction, establishing service standards and quality assurance mechanisms, developing feedback mechanisms and client satisfaction measurement tools. **Program Record Number:** CIC DMO 001

### Centralized Processing Pilot Project (COP)

**Description:** Information on matters relating to the Centralized Processing Pilot Project. **Topics:** Pilot design and evaluation, pilot procedures, reports and statistics. **Program Record Number:** CIC DMO 002

## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

### Accounts and Accounting

### Acts and Legislation

### Administration

### Administration and Management Services

### Audits

### Budgets

### Buildings

### Buildings and Properties

### Classification of Positions

### Co-operation and Liaison

### Employment and Staffing

### Equipment and Supplies

### Finance

### Furniture and Furnishings

### Human Resources

### Occupational Health, Safety and Welfare

### Office Appliances

### Official Languages

### Pensions and Insurance

### Personnel

### Procurement

### Salaries and Wages

### Staff Relations

### Training and Development

### Utilities

### Vehicles

## Personal Information Banks

## Policy and Program Development

## ◆ Enforcement (SED)

### Enforcement Data System

**Description:** This bank contains information from the enforcement records of persons who have come under examination at a port of entry or investigation at an inland Canada Immigration Centre. This bank is a sub-system (batch system) of the Field Operational Support System (FOSS) held by the Information Management and Technologies Branch (BID). The bank includes a report from an immigration officer and a record of the inquiry, appeal and removal process. Records may include name, address, birth date, country of birth, enforcement action undertaken (i.e. a report, arrest, inquiry or removal under the Immigration Act), and the date and place of each event in the process. The

deportation order is available on persons subject to the removal process from January 1, 1973. Some of the information may be duplicated in the Immigrant Case File (CIC PPU 042 (formerly EIC PPU 225)) and the Permanent Resident Data System (CIC PPU 053 (formerly EIC PPU 230)). Persons seeking access to this information should supply their name, date of birth, approximate date of entry to Canada and port of entry.

**Class of Individuals:** Persons who have been subject to the enforcement provisions of the Immigration Act of Canada. **Purpose:** The purpose of this bank is to help determine the admissibility of persons to Canada or the right of persons to remain in Canada, and to produce statistical reports in support of the enforcement function. **Consistent Uses:** Information is also used by the Department of Human Resources Development Canada (HRDC) and by the Immigration Appeal Division, Immigration and Refugee Board of Canada (IRB). Other uses may include sharing information with Canadian Security Intelligence Service (CSIS), the Department of Justice, Solicitor General Canada and other divisions of the Immigration and Refugee Board (IRB). Information may be shared between the Immigration Appeal Division of the IRB (PPU IRB 110) and Adjudication (PPU IRB 140). Information may be shared with the Royal Canadian Mounted Police (RCMP), the Canadian Security and Intelligence Service (CSIS) for the purpose of conducting security reviews or investigations related to immigration legislation. Information is shared with Statistics Canada for statistical purposes and with Foreign Affairs and International Trade Canada for statistical and planning purposes. It may also be used for internal audit purposes. It may be provided to private sector research firms for planning, statistics, research and evaluations. The information is also shared with the Canada Customs and Revenue Agency to aid the officers at the Primary Inspection Line (PIL) in referring persons to Immigration for further examination.

**Retention and Disposal Standards:** Paper records are normally retained ten years after the last administrative action. **Related to PR#:** CIC ASB 001 (formerly EIC IMM 075) **TBS Registration:** 005218 **Bank Number:** CIC PPU 001 (formerly EIC PPU 270)

#### Intelligence and Interdiction Division/ Support System for Intelligence

**Description:** This bank contains information on improperly documented persons who either arrive in Canada contrary to the Immigration Act or attempt to gain access to Canada in contravention of the Immigration Act, and persons known or suspected to have counseled or assisted, or attempted to counsel or assist, any such persons. Its purpose is to allow CIC to monitor the irregular movement of people to Canada by tracking irregular migrants at major Canadian airports, seaports, land borders, and inland offices and to monitor the movement of improperly documented travelers abroad. Records in the bank may contain some or all of the following information: reports from

CIC offices overseas, ports of entry and CIC offices in Canada concerning persons who arrived or attempted to arrive in Canada without proper travel or identity documents; reports from CIC offices overseas, ports of entry, or CIC offices in Canada concerning persons who counseled or assisted any persons to enter Canada or seek to enter Canada improperly. Information may include personal biographical data, passport and identity document details, type of fraud, and details concerning persons who counseled or assisted the traveler to attempt to enter Canada improperly. **Class of Individuals:** Persons who arrived in Canada or attempted to travel to Canada contrary to the Immigration Act and persons who are known or suspected to have assisted or counseled such individuals. **Purpose:** The information contained in this bank may be used in the administration and enforcement of immigration legislation. It is used to track and analyze patterns of irregular migration to Canada. The bank serves as a repository for detailed and summary documentation on those persons who arrive in Canada improperly and persons involved in the facilitation thereof. **Consistent Uses:** The information may be disclosed to the Royal Canadian Mounted Police (RCMP) for the purpose of conducting investigations related to immigration legislation. Uses include the sharing of information with the Canada Customs and Revenue Agency (CCRA), the Canadian Security Intelligence Service (CSIS), and the Immigration and Refugee Board of Canada (IRB) where these uses are pursuant to the law. Some information may be disclosed to various foreign governments, law enforcement bodies, and other authorities with respect to the administration and enforcement of immigration legislation. Some information may also be disclosed to transportation companies within the terms of their responsibilities under immigration legislation. **Retention and Disposal Standards:** Under negotiation with the National Archives of Canada. **Related to PR#:** CIC ASB 001 (formerly EIC IMM 075) **TBS Registration:** 005187 **Bank Number:** CIC PPU 002

#### ♦ Integration (SID)

#### Immigrant Settlement and Adaptation Program (ISAP)

**Description:** This bank may contain names, addresses and other information pertaining to individual members or representatives of Service Provider Organizations (SPO's) as well as their clients. Access to this bank may be gained by providing the name and address of the organization. **Class of Individuals:** Members or representatives of service provider organizations that provide immigrant settlement and adaptation services for Citizenship and Immigration Canada on a contribution agreement basis and participating members of these organizations. **Purpose:** The purpose of this bank is to provide a list of the contracted service provider organizations that CIC



provides funding to. The information may be used in decisions regarding the terms of such agreements, their renewal and the evaluation of services provided to the newly arrived immigrants on a complimentary basis.

**Consistent Uses:** Information may be used for internal audit purposes. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. **Retention and Disposal**

**Standards:** Information is held for six fiscal years.

**Related to PR#:** CIC ASB 006 (formerly EIC IMM 130)

**TBS Registration:** 005011 **Bank Number:** CIC PPU 003 (formerly EIC PPU 250)

### Language Instruction for Newcomers to Canada (LINC) Program

**Description:** This bank contains names, addresses and other information pertaining to individual members or representatives of Service Provider Organizations (SPOs) as well as their clients. This bank may also contain the following information on clients: full name, date of birth, country of origin, mother tongue and other spoken and written languages, an ID number (IMM1000, Ministerial Permit, FOSS number or SIN), occupation before coming to Canada, current

occupation, available days and day periods for class attendance, and access to child minding during class hours. Access to this bank may be gained by providing the name and address of the organization. **Class of**

**Individuals:** Members or representatives of service provider organizations that provide language training for Citizenship and Immigration Canada on a contribution agreement basis, participating members of these organizations and newcomers who are eligible for language training. **Purpose:** This data bank helps CIC

to draw a profile of LINC/CLIC clientele, to assess their training needs in one of Canada's official languages and needs for child minding during class hours. Data also

serves in managing programs and services, ensuring accountability and efficient allocation of LINC/CLIC contributions. **Consistent Uses:** Information in this bank may be used by CIC for purposes of planning,

programs and services evaluation and monitoring, auditing and monitoring of programs and services, research, and collection of statistics. Information in this data bank may be shared with such partners as the

Canada Customs and Revenue Agency (CCRA), employers [to assist them in taking their responsibility under the Employment Insurance (EI) Act], provincial and municipal governments and funded SPOs to whom the information relates. **Retention and Disposal**

**Standards:** The retention period for LINC files is six fiscal years after the end of the last contribution agreement. **Related to PR#:** CIC ASB 006 (formerly EIC IMM 130) **TBS Registration:** 005217 **Bank**

**Number:** CIC PPU 004 (formerly CIC PPU 500)

### Host Program

**Description:** This bank may contain names and other information pertaining to individual members or representatives of organizations involved in the Host Program. Access to this bank may be gained by providing the name and address of the organizations.

**Class of Individuals:** Members of service provider organizations who provide assistance to newly arrived

immigrants. **Purpose:** The purpose of this bank is to provide a list of the Host Program organizations. The information may be used in decisions regarding the effectiveness of the Program. **Consistent Uses:** The

information may be used for internal audit purposes. It may be provided to private sector research firms

for the purposes of planning, statistics, research and evaluation. **Retention and Disposal Standards:**

Information on members or representatives of Host Program organizations is kept for six fiscal years after termination of the contribution agreement. **Related to**

**PR#:** CIC ASB 006 (formerly EIC IMM 130) **TBS**

**Registration:** 001973 **Bank Number:** CIC PPU 005 (formerly EIC PPU 226)

### ◆ Refugees (SRD)

#### Adjustment Assistance Program (AAP) (terminated April 30, 1998)

**Description:** This bank may include the following types of information: Name, date and place of birth, mother tongue, authorization number (visa, transportation or admissibility number), address, Social Insurance Number, occupation, marital status, financial situation, date and port of arrival, name of spouse and number of dependents, date and amount of cheque, payee and purpose. Access to this bank may be gained by

providing place of birth, date of birth and place and date of admission to Canada. **Class of Individuals:**

Government-assisted refugees who require financial assistance, which they receive under the AAP, until they have sufficient income to meet their needs or for one year, whichever comes first. **Purpose:** The bank

serves as a record of adjustment assistance granted to government-assisted refugees in need. The information is used in the administration of financial assistance

loans. **Consistent Uses:** Information in this bank may be used by Citizenship and Immigration Canada for

purposes of research, planning, evaluation, statistics, internal audit and control, and may be provided to private sector research firms for this purpose and for

Management Information System purposes. It may also be shared with Statistics Canada for census purposes.

This information may be shared with provincial welfare agencies for the purpose of determining entitlement

to provincial programs. It may also be disclosed to provincial authorities for assessment under the terms

of an agreement (i.e. Canada-Quebec Accord) or arrangement in order to conduct a lawful investigation or administer or enforce any law. **Retention and**



**Disposal Standards:** Information is kept for six fiscal years after the last administrative action. **Related to PR#:** CIC ASB 006 (formerly EIC IMM 130) **TBS Registration:** 001975 **Bank Number:** CIC PPU 006 (formerly EIC PPU 235)

### Immigrant Loans Programs

**Description:** This bank may contain the following information: Name, birth date, visa number, loan warrant number, undertaking to repay assistance number, address, telephone numbers at home and at work, Social Insurance Number, occupation, name and address of employer, marital status, date and port of arrival, name of spouse and number of dependents, status and amount of outstanding loan and credit reports of the individual's financial status, payee and purpose. Access to this bank may be gained by providing name and date of birth or loan warrant number. **Class of Individuals:** Only individuals who have received transportation, admissibility or assistance loans are identified. They are: immigrants in need of relocation, who do not have disposable assets for themselves or their families to pay the cost of their transportation to Canada and/or from their port of arrival to their final destination in Canada; or to pay the Right of Landing Fee; Convention Refugees or Designated Classes to establish their admissibility to Canada (medical costs overseas); as well as those newcomers in need of financial assistance who are not eligible for adjustment assistance contributions.

**Purpose:** This bank serves as a record of the amount of loans issued and repaid and is used for the administration of the programs. **Consistent Uses:** The information is used by CIC for management information purposes and for purposes of research, planning, internal audit, evaluation and statistics and may also be provided to private sector research firms for these purposes. The information is shared with Foreign Affairs and International Trade Canada (Passport). **Retention and Disposal Standards:** The information is kept for six fiscal years after the loan has been repaid. **Related to PR#:** CIC ASB 006 (formerly EIC IMM 130) **TBS Registration:** 001986 **Bank Number:** CIC PPU 007 (formerly EIC PPU 305)

### Refugee Tracking System (RTS)

**Description:** For Government-assisted refugees, Privately-sponsored refugees, Joint Assistance refugees and members of the Humanitarian and Designated Classes, this bank contains some or all of the following information: sponsorship type, immigrant category, visa office, special program, file number, Canada Immigration Center (CIC) file numbers, their RC code, refugee and sponsor FOSS Client IDs, date document signed, processing status, surname, given name, country of last permanent residence, date of birth, sex, family relationship, Landing and Minister's Permit numbers, Destination Matching Request (DMR) numbers, Notice of Arrival (NAT) numbers, arrival date,

province (destination province by CIC code), Canada Immigration Centre RC code (destination), default sponsorship, sponsorship agreement holder name (SAH), contact surname (SAH), contact given name (SAH), contact address (SAH), city, province, telephone, postal code; constituent group sponsor name, contact surname (constituent group), contact given name (constituent group), contact address (constituent group), city, province, telephone, postal code; group of five sponsor name, contact surname/given name, address, city, province, telephone and postal code.

**Class of Individuals:** Government and privately-sponsored refugees, including special needs cases. National organizations that have signed a sponsorship agreement with the Minister of Citizenship and Immigration Canada and their Constituent Groups may sponsor Convention refugees seeking resettlement and Members of Humanitarian and Designated classes and Special needs cases. Groups of five or more individuals may sponsor Convention refugees seeking resettlement and Members of Humanitarian and Designated classes.

**Purpose:** To provide an accounting tool for Refugee Branch to manage government assisted and private sponsorship levels; for monitoring the data integrity of Citizenship and Immigration Canada's national information management system, and the provision of processing information to our clients. To maintain a record of the applications by Sponsorship Agreement Holders and their Constituent Groups and Groups of Five or more individuals. **Consistent Uses:** The principal user group is the Resettlement Division in Refugee Branch, Citizenship and Immigration Canada. Information is then distributed to Citizenship and Immigration Canada Points of Service Delivery, Sponsorship Agreement Holders and other stakeholders. **Retention and Disposal Standards:** Annual Reports are produced in paper format and are kept for six years. **Related to PR#:** CIC ASB 008 (formerly EIC IMM 151) **TBS Registration:** 002360 **Bank Number:** CIC PPU 008 (formerly EIC PPU 320)

### Refugee Claim in Canada Case File

**Description:** This bank may include the following types of information: name, date of birth, country of birth, sex, marital status, citizenship, date and place of arrival in Canada, address in Canada, telephone number as well as personal background information including but not limited to education and employment history, the length of residency in other country(ies), and reason(s) for coming to Canada. Similar information will be collected for each dependent family member. Persons seeking access to this bank must supply their name, date of birth and place of birth. **Class of Individuals:** Individuals who arrive at any Canadian border or local Citizenship and Immigration Office in Canada who, in accordance with the Immigration Act, claim to be a Convention refugee and request to remain in Canada for an indefinite period of time. **Purpose:** To record information that will facilitate the assessment of the

individual's admissibility to Canada and his/ her eligibility to make a refugee claim. Also, to assist the individual's refugee claim to be determined by the Convention Refugee Determination Division of the Immigration and Refugee Board. This information will also be used to assess the individual's application for permanent residence in Canada. The information is used in the administration and enforcement of immigration legislation. **Consistent Uses:** The information may be disclosed to the Canadian Security Intelligence Service (CSIS), the Royal Canadian Mounted Police (RCMP), Immigration and Refugee Board (IRB), and Canadian Custom and Revenue Agency (CCRA) for the purpose of conducting security reviews or investigations related to immigration legislation. Use of information also includes the sharing of information with Solicitor General Canada, CSIS, Department of Foreign Affairs and International Trade (DFAIT), the Department of Justice and the RCMP where these uses are pursuant to the law. Information may also be disclosed to various foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation where such sharing of information may not put the individual and/ or his/ her family at risk. Information may be disclosed to medical practitioners for the purpose of providing medical services to newly arrived refugee claimants. Some information may also be disclosed to transportation companies within the terms of their responsibilities under immigration legislation. This information may also be disclosed to provincial authorities for assessment under the terms of an agreement (i.e. Canada-Quebec Accord) or arrangement. Other use of information may include the sharing of information with the Insurance and Employment programs of Human Resources Development Canada, DFAIT, Health Canada, as well as with provincial or municipal government departments under the terms of an agreement responsible for assisting immigration settlement for the purpose of administering their programs (e.g. social welfare, education, and human resource planning) and for research purposes. Information may also be shared with Statistics Canada and DFAIT for statistical and planning purposes. It may also be shared with foreign governments such as U.S. immigration authorities under the terms of an agreement or arrangement in order to conduct a lawful investigation or administer or enforce any law. It may be provided to private sector research firms, under contract with Citizenship Immigration Canada, for the purposes of planning, statistics, research and evaluation. Information is obtained from, DFAIT, Health Canada, IRB, CSIS, the RCMP and some provincial government departments to administer or enforce the immigration legislation and to administer and conduct the appeals process under the Immigration Act. **Retention and Disposal Standards:** Information is kept for ten years after the issuance of the permanent resident document (record of landing)

or two years from its last administrative use, whichever is later. **Related to PR#:** CIC ASB 008 (formerly EIC IMM 151) **TBS Registration:** 005188 **Bank Number:** CIC PPU 009

### ♦ Selection (SSD)

#### Entrepreneur Monitoring Information System (EMIS)

**Description:** This bank contains application and landing information for every entrepreneur landed in Canada with terms and conditions. Some of the information in EMIS is downloaded from the Computer Assisted Immigration Processing System (CAIPS) and the Field Operational Support System (FOSS) databases. Monitoring and business information is manually entered into EMIS by immigration staff in Citizenship and Immigration Centres and in Headquarters. **Class of Individuals:** The bank contains information on immigrants who have been issued a conditional visa under the Entrepreneur Category. **Purpose:** The bank records the entrepreneur's compliance with his/her terms and conditions of landing. **Consistent Uses:** The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting security reviews or investigations related to immigration legislation. Uses also include the sharing of information with Solicitor General Canada, the Attorney Generals of the provinces, CSIS, the Department of Justice, and the RCMP where these uses are pursuant to the law. Information is also shared with the provinces for the purpose of assisting in business counselling. Some information may be disclosed to provincial authorities for assessment under the terms of an agreement (i.e. Canada-Quebec Accord). Information may also be disclosed to foreign governments, various law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation. **Retention and Disposal Standards:** Automated information is normally kept for 8 years. EMIS currently contains records of entrepreneurs landed from January 1, 1994 to date. **Related to PR#:** CIC ASB 010 (formerly CIC IVR 002) **TBS Registration:** 005216 **Bank Number:** CIC PPU 010 (formerly EIC PPU 296)

#### Investment Monitoring and Information System (IMIS)

**Description:** This bank contains information on proposals submitted under the Immigrant Investor Program. Information related to the amount of money invested, the number of jobs created, and the number of investors, along with their names and birth dates is maintained. Persons seeking to access this bank must provide the full name of the approved business or fund; or, the full name and date of birth of the investor. **Class of Individuals:** This bank contains information regarding persons seeking admission to Canada and



who satisfy the criteria of an investor as detailed in the Immigration Act. **Purpose:** To ensure compliance of offering memoranda with Regulations and Guidelines of the Immigrant Investor Program, and to ensure that the immigrant investor has satisfied the program guidelines before visa issuance. **Consistent Uses:** The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting security reviews or investigation related to immigration legislation. Uses also include the sharing of information with Solicitor General Canada, the Attorneys-General of the provinces, CSIS, the Department of Justice, and the RCMP where these uses are pursuant to the law. Information is also shared with provincial governments for the purposes of monitoring, as the program is jointly administered by provincial and federal governments. Some information may be disclosed to provincial authorities for assessment under the terms of an agreement (i.e. Canada-Quebec Accord). Information may also be disclosed to foreign governments, various law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation. **Retention and Disposal Standards:** Automated information is kept for 15 years. **Related to PR#:** CIC ASB 010 (formerly CIC IVR 002) **TBS Registration:** 003335 **Bank Number:** CIC PPU 011 (formerly EIC PPU 297)

#### Returning Resident Permit Case File

**Description:** This bank may include the following types of information: Name, date of birth, country of birth, sex, marital status, citizenship, date and place of landing in Canada, permanent address in Canada, telephone number as well as reason for and length of absence from Canada. Persons seeking access to this bank must supply their date of birth, approximate date of permit issuance and office of issue. **Class of Individuals:** Permanent residents who, according to the Immigration Act, have valid reasons for remaining outside Canada for extended periods of time. **Purpose:** To record information which will facilitate the return to Canada of a permanent resident. The information is used in the administration and enforcement of immigration legislation. **Consistent Uses:** The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting security reviews or investigations related to immigration legislation. Uses also include the sharing of information with Solicitor General Canada, CSIS, the Department of Justice and the RCMP where these uses are pursuant to the law. Information may also be disclosed to various foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation. Information may be disclosed to medical practitioners for the purpose of providing medical services to newly arrived immigrants being held in detention centres as well as to

the Canadian Council of Engineers for the assessment of engineering qualifications. Some information may also be disclosed to transportation companies within the terms of their responsibilities under immigration legislation. It may also be disclosed to provincial authorities for assessment under the terms of an agreement (i.e. Canada-Quebec Accord) or arrangement. Other uses may include the sharing of information with the Insurance and Employment programs of Human Resources Development Canada, the Immigration and Refugee Board of Canada, Foreign Affairs and International Trade Canada, Health Canada, Veterans Affairs Canada as well as with provincial or municipal government departments under the terms of an agreement (i.e., Malton Neighbourhood Services) responsible for assisting immigration settlement for the purpose of administering their programs (e.g. social welfare, education, and human resource planning) and for research purposes. Information may also be shared with Statistics Canada and Foreign Affairs International Trade Canada for statistical and planning purposes. It may also be shared with foreign governments such as U.S. immigration authorities under the terms of an agreement or arrangement in order to conduct a lawful investigation or administer or enforce any law. It may also be shared with Citizenship and Immigration Canada's Financial Services to assist in the recovery of financial assistance that was provided to the individual. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. Information obtained from, Foreign Affairs and International Trade Canada, Health Canada, the Immigration and Refugee Board of Canada [that contained in IRB PPU 105 (Immigration Appeal Board Records), IRB PPU 110 (Immigration Appeal Division Records) IRB PPU 115 (Convention Refugee Division Records) and IRB PPU 145 (Research Director, Claim Specific Information)], CSIS, the RCMP and some provincial government departments may be matched for the purpose of administering or enforcing the immigration legislation and to administer and conduct the appeals process under the Immigration Act.

**Retention and Disposal Standards:** Information is kept for two years after the issuance of the permit.

**Related to PR#:** CIC ACB 004 (formerly EIC IMM 120)

**TBS Registration:** 005215 **Bank Number:** CIC PPU 012 (formerly EIC PPU 275)

#### Sponsors of Immigrants

**Description:** Data on the sponsor include name, date of birth, sex, marital status, citizenship, status in Canada, address, telephone number, labour force status, occupation, identification number, annual revenue and debts. It may contain all or some of the above information on any other individual who may support the sponsorship. Data on the immigrant being sponsored include name, relationship to sponsor, date, place, and country of birth, marital status, address and may include details on health and past criminality. It



may contain all or some of the same information regarding any dependents of the immigrant who are included in the application. A copy of the information may form part of the immigrant case file (CIC PPU 042 (formerly EIC PPU 225)). Individuals may gain access to the bank by providing the date and place of their birth. The information may be held at the Mississauga Case Processing Centre, a Canada Immigration Centre or at a post abroad, or all. **Class of Individuals:** Canadian citizens or permanent residents who apply to sponsor the admission to Canada of members of the Family Class. **Purpose:** To record information pertaining to a Canadian citizen's or a permanent resident's application to sponsor immigrants coming to Canada. Information is used in the administration and enforcement of immigration legislation. **Consistent Uses:** The information is used internally for Management Information System purposes and for purposes of research, planning, evaluation and statistics. It may be used in investigations by the Canadian Security Intelligence Service (CSIS), the Royal Canadian Mounted Police (RCMP), or other law enforcement bodies where these uses are pursuant to law. Other uses include sharing the information with federal, provincial and municipal departments under the terms of a formal agreement in order to conduct a lawful investigation or to administer or enforce any law and social agencies such as Foreign Affairs and International Trade Canada, Health Canada, workers' compensation boards, and social welfare and education departments for the purpose of administering their programs. It may be used for internal audit purposes. The information on the immigrant may also be shared with foreign governments such as the U.S. Immigration Service pursuant to an agreement or an arrangement in order to conduct lawful investigations or administer or enforce any law. The information in this bank may be matched with that in IRB PPU 105 (Immigration Appeal Board Records) and IRB PPU 110 (Immigration Appeal Division Records) to administer and conduct the appeals process under the Immigration Act. **Retention and Disposal Standards:** Information is normally held for two years after termination of sponsorship. Machine readable information is held for 15 years. **Related to PR#:** CIC ACB 004 (formerly EIC IMM 120) **TBS Registration:** 001976 **Bank Number:** CIC PPU 013 (formerly EIC PPU 240)

#### ♦ Legislative Review and Implementation (Special Project) (DMX)

##### Public Consultations Logs

**Description:** Logs of public and stakeholder comments, submissions, briefings related to public consultations on legislative review. **Class of Individuals:** The general public, non-government organizations, members of the

legal profession, members of Parliament, provincial governments. **Purpose:** The information may be used to develop and refine legislative proposals, regulations and operational procedures for the immigration and refugee programs. **Consistent Uses:** Information may be used to establish the key directions of and principles for legislative reform. **Retention and Disposal Standards:** To be determined. **Related to PR#:** CIC ASB 015 **TBS Registration:** 005189 **Bank Number:** CIC PPU 014

## Operations

### ♦ Quebec Region

#### Data on the Web (DOW)

**Description:** This MsAccess file was created in September 2000. It contains information on clients encountered by Immigration officers at ports of entry in Quebec Region. This information includes such items as the client's family name, first name, the date, the office where the client appeared, and the individual's status in Canada. Persons who wish to consult this information must provide their family name, first name and date of birth. **Class of Individuals:** Individuals who appear at a port of entry of Citizenship and Immigration Canada. **Purpose:** This file enables the local office to obtain statistics concerning the volumes of clients encountered, the nature of the requests, the issuing of documents, and the number of clients referred by Customs. **Consistent Uses:** The information contained in this file is used solely by staff at ports of entry in Quebec Region, for statistical purposes. **Retention and Disposal Standards:** The data contained in this file is retained for one fiscal year (April to March). **Related to PR#:** CIC ASB 001 (formerly EIC IMM 075) **TBS Registration:** 005190 **Bank Number:** CIC PPU 016

#### Web Passport

**Description:** This MsAccess file contains data from 1995 concerning documents that have been seized for verification. The file contains, in particular, the serial numbers of such documents as passports, visas, IMM1000 forms, airplane tickets, etc. It also contains information on the holders of these documents, such as the family name, first name, date of birth, country of citizenship and country of birth. Individuals who wish to consult this information must provide their family name, first name and date of birth. **Class of Individuals:** Holders of documents seized for verification. **Purpose:** This database is used by officers and clerks of the Intelligence Unit of Quebec Region, to ensure better follow-up of intercepted documents and thus avoid fraud. **Consistent Uses:** The information is used by staff of the Intelligence Unit. **Retention and Disposal Standards:** To be determined. **Related to PR#:** CIC ASB 001 (formerly EIC IMM 075) **TBS Registration:** 005191 **Bank Number:** CIC PPU 017

### Investigation Case Management System (ICMS)

**Description:** This file contains information on clients who must appear in court and may be Immigration clients for Quebec Region. The data covers the period from 1991 to 2000. The file contains such information as the family name, first name, date of birth, date of the occurrence, court case number, descriptions of the charges, date of appearance in court, the judge's decision and the sentence, where applicable. Individuals who wish to consult this information must provide their family name, first name, date of birth, and preferably their FOSS identification number. **Class of Individuals:** Individuals who must appear in court and who may be clients of Citizenship and Immigration Canada. **Purpose:** This database makes it possible to track potential Immigration clients against whom charges have been laid, and to ensure proper follow-up of these cases, depending on the judgment of the court. **Consistent Uses:** The information contained in this file is used by Immigration officers responsible for tracking criminal or potentially criminal cases. **Retention and Disposal Standards:** To be determined. **Related to PR#:** CIC ASB 001 (formerly EIC IMM 075) **TBS Registration:** 005192 **Bank Number:** CIC PPU 018

### Tracking Removal and Calendar System (TRACS)

**Description:** This file, which is produced using Clipper, contains data from 1989 concerning refugee claimants or other Enforcement cases for Quebec Region. This system was discontinued in November 2000, and cases that are active at this time are now part of the National Case Management System. Individuals who wish to consult this information must provide their family name, first name, date of birth and preferably their FOSS identification number. **Class of Individuals:** Individuals who have claimed refugee status, or any other case for which Enforcement activities took place during the period from 1989 to November 2000.

**Purpose:** The file makes it possible to follow a case from the application at the port of entry to the approval of the claim or to the removal, where applicable. The data contained in this file include the family name, first name, date of birth, country of residence and country of citizenship. The file also lists the events and the outcome of each event. **Consistent Uses:** The information was used by the staff of CIC Montreal to follow cases in Quebec Region. The information concerning refugee claimants residing in Quebec was sent to the Department of Citizen Relations and Immigration (MRCI) so that they could determine whether the individual in question was eligible for their services. **Retention and Disposal Standards:** To be determined. **Related to PR#:** CIC ASB 001 (formerly EIC IMM 075) **TBS Registration:** 005193 **Bank Number:** CIC PPU 019

### Immigration Detainees Management System (SGADI)

**Description:** This MsAccess file, which was created in June 1999, contains information on individuals held in detention centres in Quebec for whom Immigration activities are in progress. The file makes it possible to manage detentions by producing reports on detainees (including children) being held in the Immigration Prevention Centre and in other detention facilities in Quebec. It also makes it possible to track the movements of detainees and to obtain information on costs associated with detention. The file contains the following information: family name, first name, date of birth, date of arrival, time of arrival, sex, country of birth, port of entry, number of dependents (spouse and children), type of detainee (criminal, refugee claimant or other), height, weight, colour of eyes, colour of hair, remarks (e.g., tattoo), medical file, reason for detention, Youth Protection Directorate (YPD) cases (for children), complaints made by the detainee, and the list of places visited by the detainees during the detention (bank, hospital, etc.). Individuals who wish to consult this information must provide their family name, first name, date of birth and preferably their FOSS identification number. **Class of Individuals:** Individuals who are detained and for whom Immigration activities are in progress. **Purpose:** The main function of this file is to provide follow-up on the activities of individuals being held in the Immigration Prevention Centre. Employees performing duties associated with detention management enter information gathered on detainees into a database. **Consistent Uses:** The information is used by staff of the Immigration Prevention Centre and by investigators to track detainees, and by employees of the regional office for statistical purposes. **Retention and Disposal Standards:** To be determined. The data has been in the system since June 1999. **Related to PR#:** CIC ASB 001 (formerly EIC IMM 075) **TBS Registration:** 005194 **Bank Number:** CIC PPU 020

### Client Service Management System (CSMS)

**Description:** This MsAccess file contains information (family name, first name and reason for request) on clients who have made a request to Client Services in Quebec Region. Requests received are entered in the system with a view to producing various reports for consultation and verification purposes, in order to improve the productivity of the staff concerned and to minimize errors. This system makes it possible to have immediate access to reliable information, and to make use of this accumulated data as needed. Individuals who wish to consult this information must provide their family name and first name. **Class of Individuals:** Individuals who have filed a request with Quebec Region's Client Services. **Purpose:** The main function of the system is to provide follow-up to requests received by Client Services in Quebec Region. This system has been designed to preserve the anonymity of clients who file a complaint. Consequently, the



family name and first name fields are not mandatory.

**Consistent Uses:** This information is used for internal (local) purposes only by staff of Client Services.

**Retention and Disposal Standards:** To be determined. **Related to PR#:** CIC ASB 001 **TBS Registration:** 005195 **Bank Number:** CIC PPU 021

### Appeals Tracking System (ATS)

**Description:** This file, which was produced with PowerBuilder in 1995, contains data on follow-ups to appeal cases, interventions and investigations until April 2001, for clients in Quebec Region. The data on cases that were still active in April 2001 have been recorded in the National Case Management System. The information contained in the file includes such items as the family name, first name, date of birth, FOSS ID number, and the list of hearings with their outcomes. Individuals who wish to consult this information must provide their family name, first name, date of birth and preferably their FOSS identification number. **Class of Individuals:** Individuals for whom appeal, intervention and investigation activities took place when their case was processed. **Purpose:** The file makes it possible to follow up on cases and to manage officers' timetables for hearings. **Consistent Uses:** The information may be used for internally for managing the hours and schedules of appeals officers. Staff use the information to follow up on appeal cases. **Retention and Disposal Standards:** To be determined. **Related to PR#:** CIC ASB 001 (formerly EIC IMM 075) **TBS Registration:** 005196 **Bank Number:** CIC PPU 022

### Remote Area Border Crossing Permit (RABC) Program

**Description:** This bank will contain the name, date of birth, citizenship or resident status, address, indication as to whether the applicant has ever been convicted of a criminal or narcotics offence, contravention of a criminal or narcotics offence, contravention of Immigration, customs or Fish and Game laws, reason for entering Canada and phone numbers. **Class of Individuals:** Citizens and permanent residents of Canada, in addition to citizens and permanent residents of the United States who are frequent travellers between Canada and the United States and who apply for a RABC permit to facilitate entry to Canada. **Purpose:** This personal information relates to the applicants' request for a Remote Area Border Crossing Permit and will be used to determine his/her eligibility. **Consistent Uses:** U.S. applicants will have personal data checked against Immigration and Customs Enforcement data banks to establish whether adverse information exists which would affect their admissibility to Canada. Persons who admit to criminal convictions on their applications may necessitate further checks with U.S. Authorities and/or Canadian police data banks. The names and data of Canadian applicants will be checked by the Canada Customs and Revenue

Agency to establish whether any narcotics convictions or smuggling offenses exist. **Retention and Disposal Standards:** Paper records are normally kept 2 years after the last administrative action. In some cases which involve complex issues/proceedings, they are kept for 10 years. **Related to PR#:** CIC ASB 014 (formerly EIC IMM 115) **TBS Registration:** 002922 **Bank Number:** CIC PPU 024

## ♦ Ontario Region

### Immigration Mail and Courier Tracking System (IMPACT)

**Description:** The database contains information related to documents and things seized under the authority of A110(2) of the Immigration Act. The seizure is commonly known as C44 Mail Seizures but in point of fact the majority of documents and things seized come from courier packages. Information on known senders, shippers and receivers of the packages, of handling and seizure information and of the contents of packages and their disposal is all recorded and tracked. **Class of Individuals:** Any person listed as a sender or receiver of a package that is detained by the Canada Customs and Revenue Agency (CCRA) under the Customs Act and referred for a decision regarding seizure or release under the Immigration Act. **Purpose:** To track information related to the process in terms of discerning patterns of activity and to respond to client requests for information on the results of processes. **Consistent Uses:** Information is shared with CCRA in terms of the results of their examination processes and with the Royal Canadian Mounted Police (RCMP) in terms of possible prosecution under the Immigration Act. **Retention and Disposal Standards:** Materials seized are disposed of as per the instruction in the Immigration Regulations but are generally held for a period of five years. **Related to PR#:** CIC ASB 001 (formerly EIC IMM 075) **TBS Registration:** 005197 **Bank Number:** CIC PPU 025

### Travel and Identity Document System (TIDS)

**Description:** The databank contains the records of seizures of travel or identity documents made in the course of port of entry examinations or authorized investigations under the authority of the Immigration Act by Immigration Officers in Ontario Region. These seizures are distinct from those documents or things seized under the C44 Mail Seizures program. Any documents considered by Canada Post as lost in post and forwarded to CIC for disposal or, if genuine, returned to Consulates on request, are recorded in this system for tracking purposes. The databank contains information related to the person whom the documents were seized from, the reasons for detention, the types of documents, serial numbers and nationalities involved and notes on the ultimate disposition of the documents. **Purpose:** The purpose of the databank is to record events and key information related to these seizures



as well as track handling and disposition of the documents. **Class of Individuals:** Persons who are not Canadian Citizens and who have been reported under A19 and A27 or arrested under A103(1) or (2) of the Immigration Act. **Consistent Uses:** Could be shared with the RCMP for prosecution under the Immigration Act or Criminal Code related to the possession and use of a fraudulent travel or other identity document in an Immigration proceeding. **Retention and Disposal Standards:** Documents are held for five years or until the case that they relate to has been finally determined and completed, whichever comes later in time. **Related to PR#:** CIC ASB 001 (formerly EIC IMM 075) **TBS Registration:** 005198 **Bank Number:** CIC PPU 027

### The File and Document Cross Reference Database (XREF)

**Description:** The database contains electronic and paper file numbers and document titles together with numerical and alpha cross references in terms of related files and file contents. File contents cross references may be dates, persons, places, events or things. **Purpose:** To facilitate retrieval of electronic and paper information holdings related to policies, procedures, practices and reports. **Class of Individuals:** Any person who is the subject of a file holding or is listed as having a significant reference within the text. **Consistent Uses:** The collected materials are an index of information holdings only that have various degrees of security classification and caveats in terms of consistent use and dissemination. The detailed holdings themselves are maintained separately and are not contained within the index. The index is not shared with any other agency but used for internal information retrieval only. **Retention and Disposal Standards:** Index entries are generally maintained only as long as the source material, electronic or paper, is itself maintained. **Related to PR#:** CIC ASB 001 (formerly EIC IMM 075) **TBS Registration:** 005199 **Bank Number:** CIC PPU 028

### Fugitive Information Bank

**Description:** The contents include photos, fingerprints and narrative descriptions of individuals of interest to the War Crimes Unit and for whom we have outstanding immigration warrants. **Class of Individuals:** Persons of interest to the War Crimes Unit and who have outstanding immigration warrants. **Purpose:** To assist colleagues within the department, police forces, and our other enforcement partners with the identification and apprehension of persons described therein. **Consistent Uses:** Information is shared with external investigative bodies, such as the Royal Canadian Mounted Police (RCMP), Canadian Security Intelligence Service (CSIS), United States Immigration and Naturalization Service (USINS) etc. **Retention and Disposal Standards:**

Records are retained until the person concerned is apprehended in Canada. **Related to PR#:** CIC ASB 001 (formerly EIC IMM 075) **TBS Registration:** 005200 **Bank Number:** CIC PPU 029

### Remote Area Border Crossing Permit (RABC) Program

**Description:** This bank will contain the name, date of birth, citizenship or resident status, address, indication as to whether the applicant has ever been convicted of a criminal or narcotics offence, contravention of a criminal or narcotics offence, contravention of Immigration, customs or Fish and Game laws, reason for entering Canada and phone numbers. **Class of Individuals:** Citizens and permanent residents of Canada, in addition to citizens and permanent residents of the United States who are frequent travellers between Canada and the United States and who apply for a RABC permit to facilitate entry to Canada. **Purpose:** This personal information relates to the applicants' request for a Remote Area Border Crossing Permit and will be used to determine his/her eligibility. **Consistent Uses:** U.S. applicants will have personal data checked against Immigration and Customs Enforcement data banks to establish whether adverse information exists which would affect their admissibility to Canada. Persons who admit to criminal convictions on their applications may necessitate further checks with U.S. Authorities and/or Canadian police data banks. The names and data of Canadian applicants will be checked by the Canada Customs and Revenue Agency to establish whether any narcotics convictions or smuggling offenses exist. **Retention and Disposal Standards:** Paper records are normally kept 2 years after the last administrative action. In some cases which involve complex issues/proceedings, they are kept for 10 years. **Related to PR#:** CIC ASB 014 (formerly EIC IMM 115) **TBS Registration:** 002922 **Bank Number:** CIC PPU 030 (formerly EIC PPU 115)

### ♦ Prairies and Northern Territories Region

#### Remote Area Border Crossing Permit (RABC) Program

**Description:** This bank will contain the name, date of birth, citizenship or resident status, address, indication as to whether the applicant has ever been convicted of a criminal or narcotics offence, contravention of a criminal or narcotics offence, contravention of Immigration, customs or Fish and Game laws, reason for entering Canada and phone numbers. **Class of Individuals:** Citizens and permanent residents of Canada, in addition to citizens and permanent residents of the United States who are frequent travellers between Canada and the United States and who apply for a RABC permit to facilitate entry to Canada.

**Purpose:** This personal information relates to the applicants' request for a Remote Area Border Crossing Permit and will be used to determine his/her eligibility.

**Consistent Uses:** U.S. applicants will have personal data checked against Immigration and Customs Enforcement data banks to establish whether adverse information exists which would affect their admissibility to Canada. Persons who admit to criminal convictions on their applications may necessitate further checks with U.S. Authorities and/or Canadian police data banks. The names and data of Canadian applicants will be checked by the Canada Customs and Revenue Agency to establish whether any narcotics convictions or smuggling offenses exist. **Retention and Disposal Standards:** Paper records are normally kept 2 years after the last administrative action. In some cases which involve complex issues/proceedings, they are kept for 10 years. **Related to PR#:** CIC ASB 014 (formerly EIC IMM 115) **TBS Registration:** 002922 **Bank Number:** CIC PPU 032 (formerly EIC PPU 115)

#### ◆ British Columbia and Yukon Region

##### Admissions Management Information System (AMIS)

**Description:** This is a file record system that tracks immigrant, visitor and refugee applications in process at the CIC Vancouver Admissions Office. This database was developed in the BC/Yukon Region in 2000 and information contained in this database includes name, date of birth, client identification number, security checks and status of applications. **Class of Individuals:** Individuals applying for immigration, visitor or refugee status through the Vancouver Admissions office. **Purpose:** To allow local office to accurately keep track of workload inventories in support of planning and resources allocations. **Consistent Uses:** Information is used for internal (local) purposes and by local personnel only, to assist with operations management. **Retention and Disposal Standards:** Paper records and computer data are kept for two years after the last administrative action. **Related to PR#:** CIC ASB 012 **TBS Registration:** 005201 **Bank Number:** CIC PPU 033

##### CANPASS

**Description:** Records in this bank contain such data as name, address, date of birth, place of birth, client identification number, reason for referral, correspondence to client concerning their application and status of application. **Purpose:** CANPASS programs in the BC/Yukon Region are run by Canada Customs and Revenue Agency and are meant to facilitate the entry of prior-assessed low-risk frequent border crossers. **Consistent Uses:** Information is used internally with respect to the administration and enforcement of immigration legislation, and may be used internally for research, planning, evaluation

and statistical analysis. **Retention and Disposal**

**Standards:** The files are retained for two years after the last administrative action. **Related to PR#:** CIC ASB 012 **TBS Registration:** 005202 **Bank Number:** CIC PPU 034

##### Entrepreneur Immigrant Database

**Description:** The bank contains information on entrepreneurs who have landed in the British Columbia and Yukon Territory Region with terms and conditions, and was created by the BC/Yukon Region in the mid-1990's. Data on the entrepreneur includes: name, date landed, IMM1000 number, address, business name, business address, business phone number, business type, consultant name, site visit date, interview date, date file concluded, disposition of file, number of 27 reports, date referred to inquiry, inquiry date, decision at inquiry, stay decision and date. **Class of Individuals:** The bank contains information on immigrants who have been issued a conditional visa under the Entrepreneur Category. **Purpose:** The bank is used to manage local files and manage staff decision-making on entrepreneur's compliance with his/her terms and conditions. **Consistent Uses:** Data is for internal (local) use for the management of files and staff who monitor entrepreneur immigrants. **Retention and Disposal Standards:** Automated information is kept for 15 years. **Related to PR#:** CIC ASB 010 (formerly EIC PPU 296) **TBS Registration:** 005203 **Bank Number:** CIC PPU 035

##### Mail Seizure Database

**Description:** A Microsoft Access database was created in 1998 to house electronic records of all mail seizures executed by Intelligence Unit personnel in the BC/Yukon Region. Data includes individual's name, address, status in Canada, client identification number of both the addressee and sender; date item detained by Customs; date examined or seized by Immigration; disposition of seizure; seizure type (partial or full seizure); seizure documents (document holder name, nationality of document, document type); comments, and mail carrier information (carrier name, shipping & control number). **Class of Individuals:** The bank contains information on individuals whose mail has been seized by Citizenship and Immigration Canada in the BC/Yukon Region. **Purpose:** The purpose of the database is to provide a detailed record of every mail seizure in the BC/Yukon Region in order to support the intelligence function. **Consistent Uses:** Information may be considered in relation to immigration applications processed by Citizenship and Immigration personnel and for intelligence reports regarding the movement of documentation into Canada. Information may be shared with the Royal Canadian Mounted Police for the purpose of investigations related to immigration legislation. **Retention and Disposal Standards:** Paper



records and automated records are retained for 2 years after the last administrative action. In some cases which involve complex issues/proceedings, they are kept for 10 years. **Related to PR#:** CIC ASB 001 TBS Registration: 005204 **Bank Number:** CIC PPU 036

### Remote Area Border Crossing Permit (RABC) Program

**Description:** This bank will contain the name, date of birth, citizenship or resident status, address, indication as to whether the applicant has ever been convicted of a criminal or narcotics offence, contravention of a criminal or narcotics offence, contravention of Immigration, customs or Fish and Game laws, reason for entering Canada and phone numbers. **Class of Individuals:** Citizens and permanent residents of Canada, in addition to citizens and permanent residents of the United States who are frequent travellers between Canada and the United States and who apply for a RABC permit to facilitate entry to Canada.

**Purpose:** This personal information relates to the applicants' request for a Remote Area Border Crossing Permit and will be used to determine his/her eligibility.

**Consistent Uses:** U.S. applicants will have personal data checked against Immigration and Customs Enforcement data banks to establish whether adverse information exists which would affect their admissibility to Canada. Persons who admit to criminal convictions on their applications may necessitate further checks with U.S. Authorities and/or Canadian police data banks. The names and data of Canadian applicants will be checked by the Canada Customs and Revenue Agency to establish whether any narcotics convictions or smuggling offenses exist. **Retention and Disposal Standards:** Paper records are normally kept 2 years after the last administrative action. In some cases which involve complex issues/proceedings, they are kept for 10 years. **Related to PR#:** CIC ASB 014 (formerly EIC IMM 115) **TBS Registration:** 002922 **Bank Number:** CIC PPU 038 (formerly EIC PPU 115)

### ◆ International Region (RID)

#### International Service: Overseas Immigration Case Files

**Description:** The bank contains information on persons who apply at posts abroad for permanent resident, visitor, temporary worker or student status, returning resident or minister's permits or persons who attempt or are suspected of seeking to enter Canada illegally or counsel or assist any persons seeking to enter Canada by any means. Records in the bank may contain some or all of the following: applications; certificates of birth, death, marriage, divorce, separation, adoption, and education; employment experience and references; statements of assets and bank, trust, and brokerage statements; property holdings; business investments, and medical reports. Persons seeking access to this information bank should provide their date of birth

and, if possible, their Visa Office file number. **Class of Individuals:** Individuals who have applied for permanent resident, visitor, temporary worker or student status or returning resident or minister's permit at posts abroad. Individuals who are known to or are suspected of seeking to enter Canada illegally or participating in irregular entry activities. **Purpose:** The information contained in this bank may be used in the administration and enforcement of immigration legislation. The bank serves as a repository for detailed and summary documentation on those persons wishing to visit or immigrate to Canada and persons involved in the facilitation thereof. **Consistent Uses:** The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting security reviews or investigations related to immigration legislation. Consistent uses may include sharing information with Foreign Affairs and International Trade Canada, the Immigration and Refugee Board of Canada, the Department of Justice, Canada Customs and Revenue Agency, the Solicitor General and departments of provincial governments with an input into Immigration Affairs, the United Nations High Commissioner for Refugees, and the International Organization for Migration (OIM). **Retention and Disposal Standards:** Applications for Permanent Residence only (C&I form IMM8) for those persons who have received an Immigrant Visa and Record of Landing (C&I form IMM1000) since 1988 are retained for a period of 65 years. All other paper records are normally destroyed two years after the last administrative action. Information on persons known or suspected of engaging in activities contrary to the Immigration Act is destroyed five years after the last administrative action. Information on controversial cases, such as those involving organized crime, is destroyed ten years after the last administrative action. **TBS Registration:** 000344 **Bank Number:** CIC PPU 039 (formerly EAC PPU 015)

### ◆ Case Management (BCD)

#### Case Processing System (CPS)

**Description:** The Case Processing System (CPS) is both a tracking system and a processing system. All cases to be processed for landing after five years in Canada on a Minister's permit, all rehabilitation cases, all Minister's permit requests for criminally inadmissible immigrant applicants and visitors as well as all danger to the public cases are in this system. Reports are prepared for the Minister or her delegate in each case using CPS. In addition, memoranda are prepared for the Minister seeking her approval on some of these cases after submissions are prepared for review by the Director of the division. **Class of Individuals:** The clients are those who are medically inadmissible or criminally inadmissible. They are seeking relief from the inadmissibility or CIC is preparing a request for a



danger opinion to prevent a person from (a) claiming refugee status, or (b) appealing a deportation order or a refusal of a Family Class application to the Immigration Appeal Division. **Purpose:** CPS is used as a tracking system for cases within the Danger to the Public – Rehabilitation Unit. It is used for writing Rehabilitation Assessments, Requests for Minister's Opinion / Reconsideration, Applications for Minister's Permits and Landing Application Pursuant to A38(1). It is also used for writing memos, letters and faxes to CIC local offices. As well, statistics can be gathered on volumes of cases and approval rates from this system. **Consistent Uses:** CPS is accessible only by employees of the Danger to the Public – Rehabilitation Unit. The information with respect to Danger to the Public cases is disclosed to the person concerned and to his/her counsel. Information that is not related to Danger to the Public is not disclosed to other government agency or member of the public. **Retention and Disposal Standards:** The system has no retention and disposal standards as cases are kept in the system and not deleted. **Related to PR#:** CIC ACB 004 (formerly EIC IMM 120) **TBS Registration:** 005205 **Bank Number:** CIC PPU 040

#### Enforcement Information Index System

**Description:** This bank contains summary information gathered by Canadian or foreign law enforcement agencies or investigative bodies on persons whose entry and re entry to Canada would be dangerous to Canadian security. **Class of Individuals:** Persons seeking admission to Canada, and some permanent residents of Canada. **Purpose:** This bank is used for identifying the above individuals and subjecting them to a more detailed immigration examination. Information may be used for internal audit purposes. **Consistent Uses:** Information may be shared with the Canada Customs and Revenue Agency, Foreign Affairs and International Trade Canada, the Immigration and Refugee Board, the Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service (CSIS) to facilitate the examination and to conduct criminal and security investigations related to immigration legislation. It may be shared with foreign governments such as the United States Immigration and Naturalization Service (USINS) pursuant to an agreement or arrangement in order to conduct a lawful investigation or administer or enforce any law. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. **Retention and Disposal Standards:** Automated information is retained for 50 years. Band microfilmed information is retained for 15 years. **Related to PR#:** CIC ASB 001 (formerly EIC IMM 075) **TBS Registration:** 002370 **Bank Number:** CIC PPU 041 (formerly EIC PPU 265)

#### Immigrant Case File

**Description:** This file may contain some or all of the following types of information: Applications for permanent resident and refugee status, assessments by immigration officers, details concerning health, past criminality, financial status, education and professional experience, removal documentation and Minister's Permits, including computer based information (FOSS, CAIPS, E-Mail). The file may contain information on an immigrant's earlier status in Canada (e.g. employment authorization information, etc.) It may include all or part of the same information regarding any other person named in the application. It may include information on the sponsor and information from CIC PPU 051 (formerly EIC PPU 290). It may also include the name and address of bond depositor, sum deposited, terms and conditions imposed, name of person signing bond, name of persons bonded, terms and condition which they must meet, and acknowledgement of terms and conditions. Persons seeking access to this information bank must supply their date of birth, approximate date of entry into Canada and port of entry. **Class of Individuals:** Persons accepted or refused admission to Canada as permanent residents, Convention refugees, visitors, immigrants, permit holders; persons seeking approval of criminal rehabilitation; persons seeking landing under 38(1) of the Immigration Act; persons declared a danger to the public by the Minister under the Immigration Act; persons under enforcement action in Canada; persons who are the object of litigation before courts or administrative tribunals in matters relating to immigration. **Purpose:** This personal information relates to the immigrant's applications for permanent or temporary admission to Canada and subsequent decisions for which purpose the bank was established. Information is used in the administration and enforcement of immigration legislation, as required. **Consistent Uses:** The information may be used or disclosed in the administration and enforcement of the Immigration Act and the detection, suppression and prevention of immigration offenses. The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting security reviews or investigations related to immigration legislation. Uses also include the sharing of information with Solicitor General Canada, CSIS, the Department of Justice and the RCMP where these uses are pursuant to the law. Information may also be disclosed to various foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation. Information may be disclosed to medical practitioners for the purpose of providing medical services to newly arrived immigrants being held in detention centres as well as to the Canadian Council of Engineers for the assessment of engineering qualifications. Some information may also be disclosed to transportation companies within the

terms of their responsibilities under immigration legislation. It may also be disclosed to provincial authorities for assessment under the terms of an agreement (i.e. Canada-Quebec Accord) or arrangement. Other uses may include the sharing of information with the Insurance and Employment programs of Human Resources Development, the Immigration and Refugee Board, Foreign Affairs International Trade Canada, Health Canada, Veterans Affairs Canada as well as with provincial or municipal government departments under the terms of an agreement (i.e., Malton Neighborhood Services) responsible for assisting immigration settlement for the purpose of administering their programs (e.g. social welfare, education, and human resource planning) and for research purposes. Information may also be shared with Statistics Canada and Foreign Affairs International Trade Canada for statistical and planning purposes. It may also be shared with foreign governments such as U.S. immigration authorities under the terms of an agreement or arrangement in order to conduct a lawful investigation or administer or enforce any law. It may also be shared with CIC Financial Services to assist in the recovery of financial assistance that was provided to the individual. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. Information obtained from, Foreign Affairs International Trade Canada, Health Canada, the Immigration and Refugee Board (that contained in IRB PPU 105 (Immigration and Refugee Board Records), IRB PPU 110 (Immigration Appeal Division Records) and IRB PPU 115 (Convention Refugee Division Records), IRB PPU 145 (Research Director, Claim Specific Information), CSIS, the RCMP and some provincial government departments may be matched for the purpose of administering or enforcing the immigration legislation and to administer and conduct the appeals process under the Immigration Act. **Retention and Disposal Standards:** Paper records are normally retained 2 years after the last administrative action. Information on persons known or suspected of engaging in activities contrary to the Immigration Act is retained 5 years after the last administrative action. Information on controversial cases is retained 10 years after the last administrative action. Upon expiry of the retention period, some of these records will be preserved by the National Archives of Canada for archival purposes. **Related to PR#:** CIC ACB 004 (formerly EIC IMM 120) **TBS Registration:** 001972 **Bank Number:** CIC PPU 042 (formerly EIC PPU 225)

### Litigation Information Management System (LIMS)

**Description:** Litigation Information Management System (LIMS) contains information concerning citizenship and immigration related litigation. The information relates to finalised and/or pending litigation cases. LIMS contains personal information concerning the applicant/respondent such as the name, country

of citizenship, FOSS id number as well as a general description of the nature and status of the litigation. As Litigation Management's principal responsibility is to provide instruction on behalf of CIC to the Department of Justice with regard to the conduct of litigation, summaries of consultation with legal counsels and other CIC officials, strategies for defending decisions and subsequent instructions to Justice are entered into LIMS. **Class of Individuals:** As the vast majority of litigation cases are initiated by clients who are challenging refusals, the information contained in LIMS generally relates to persons whose application for permanent residence or citizenship has been refused, who have been denied admission to Canada, had their refugee claim rejected or have otherwise been ordered to leave Canada. **Purpose:** LIMS is a database used to facilitate managing and monitoring immigration and citizenship related litigation. It provides quick access to information on litigation cases that may have an impact on CIC policy or program delivery. **Consistent Uses:** LIMS is accessible only by employees of the Litigation Management unit. A stand alone version of the system is also in use by some Justice Liaison officers in the regions. The information contained in LIMS is generally protected by Solicitor-Client privilege or Litigation privilege. The information is not disclosed to other government agency or member of the public. **Retention and Disposal Standards:** This database was created in 1996. No retention and disposal standards have yet been developed. **Related to PR#:** CIC ACB 004 (formerly EIC IMM 120) **TBS Registration:** 005206 **Bank Number:** CIC PPU 043

### Modern War Crimes System-Open (MWCS-O)

**Description:** This bank contains information on persons, places, events and organizations as they relate to modern war crimes and crimes against humanity. The bank may include information gathered by Canadian or foreign investigative bodies and law enforcement agencies. **Class of Individuals:** Persons seeking admission to Canada, as well as those already in Canada as visitors, permanent residents of Canada, Citizens and Minister's Permit holders who are known to engage or are suspected of engaging in activities contrary to the Immigration Act. **Purpose:** Information may be used to refuse admission to Canada or to expel persons from Canada. **Consistent Uses:** The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting or investigations related to Immigration legislation. It may also be disclosed to provincial authorities for assessment under the terms of an agreement (i.e. Canada-Quebec Accord) or arrangement. Uses also include the sharing of information with Solicitor General Canada, CSIS, the Department of Justice and the RCMP where these uses are pursuant to the law. Information may also be disclosed to various foreign governments, law enforcement bodies and detaining



authorities with respect to the administration and enforcement of immigration legislation. Other uses may include the sharing of information with the Immigration and Refugee Board, Revenue Canada (Customs and Excise), Foreign Affairs International Trade Canada as well as with provincial or municipal government departments under the terms of an agreement and for research purposes. It may also be shared with foreign governments such as U.S. immigration authorities under the terms of an agreement or arrangement in order to conduct a lawful investigation or administer or enforce any law. It may also be shared with CIC Financial Services to assist in the recovery of financial assistance that was provided to the individual. Information obtained from Foreign Affairs International Trade Canada, Health Canada, the Immigration and Refugee Board of Canada [that contained in IRB PPU 105 (Immigration Appeal Board Records), IRB PPU 110 (Immigration Appeal Division Records), IRB PPU 115 (Convention Refugee Division Records), and IRB PPU 145 (Research Director, Claim Specific Information)], CSIS, the RCMP and some provincial government departments may be shared for the purpose of administering or enforcing the immigration legislation and to administer and conduct the appeals process under the Immigration Act. **Retention and Disposal Standards:** Information regarding persons known to have committed war crimes or crimes against humanity is retained for 50 years. Upon expiry of the retention period, some of the records will be preserved by the National Archives of Canada for archival purposes. **Related to PR#:** CIC ACB 004 (formerly EIC IMM 120) **TBS Registration:** 005207 **Bank Number:** CIC PPU 044

#### **Modern War Crimes System-Classified (MWCS-C)**

**Description:** This bank contains information on persons, places, events and organizations as they relate to modern war crimes and crimes against humanity. The bank may include information gathered by Canadian or foreign investigative bodies and law enforcement agencies. **Class of Individuals:** Persons seeking admission to Canada, as well as those already in Canada as visitors, permanent residents of Canada, Citizens and Minister's Permit holders who are known to engage or are suspected of engaging in activities contrary to the Immigration Act. **Purpose:** Information may be used to refuse admission to Canada or to expel persons from Canada. **Consistent Uses:** The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting investigations related to immigration legislation. It may also be disclosed to provincial authorities for assessment under the terms of an agreement (i.e. Canada-Quebec Accord) or arrangement. Uses also include the sharing of information with Solicitor General Canada, CSIS, the Department of Justice and the RCMP where these uses are pursuant to the law. Information may also be disclosed to various foreign

governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation. Other uses may include the sharing of information with the Immigration and Refugee Board of Canada, Canada Customs and Revenue Agency (Customs and Excise), Foreign Affairs and International Trade Canada as well as with provincial or municipal government departments under the terms of an agreement and for research purposes. It may also be shared with foreign governments such as U.S. immigration authorities under the terms of an agreement or arrangement in order to conduct a lawful investigation or administer or enforce any law. It may also be shared with CIC Financial Services to assist in the recovery of financial assistance that was provided to the individual. Information obtained from Foreign Affairs and International Trade Canada, Health Canada, the Immigration and Refugee Board of Canada [that contained in IRB PPU 105 – Immigration Appeal Board Records, IRB PPU 110 – Immigration Appeal Division Records, IRB PPU 115 – Convention Refugee Division Records, and IRB PPU 145 – Research Director, Claim Specific Information), CSIS, the RCMP and some provincial government departments may be shared for the purpose of administering or enforcing the immigration legislation and to administer and conduct the appeals process under the Immigration Act.

**Retention and Disposal Standards:** Information regarding persons known to have committed war crimes or crimes against humanity is retained for 50 years. Upon expiry of the retention period, some of the records will be preserved by the National Archives of Canada for archival purposes. **Related to PR#:** CIC ACB 004 (formerly EIC IMM 120) **TBS Registration:** 005208 **Bank Number:** CIC PPU 045

#### **Organized Crime Data Bank (OCSB)**

**Description:** This bank may include information gathered by Canadian or foreign investigative bodies or law enforcement agencies on persons who are associated with criminal organizations or whose admission or presence in Canada may be dangerous to Canadian security. **Class of Individuals:** Persons seeking admission to Canada, as well as those already in Canada as visitors, permanent residents of Canada and Minister's Permit holders who are known to engage or are suspected of engaging in activities contrary to the Immigration Act. **Purpose:** Information may be used to refuse admission to Canada or to expel persons from Canada. **Consistent Uses:** The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting or investigations related to immigration legislation. It may also be disclosed to provincial authorities for assessment under the terms of an agreement (i.e. Canada-Quebec Accord) or arrangement. Uses also include the sharing of information with Solicitor General Canada, CSIS, the Department of Justice and the



RCMP where these uses are pursuant to the law. Information may also be disclosed to various foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation. Other uses may include the sharing of information with the Immigration and Refugee Board of Canada, Canada Customs and Revenue Agency, Foreign Affairs and International Trade Canada as well as with provincial or municipal government departments under the terms of an agreement and for research purposes. It may also be shared with foreign governments such as U.S. immigration authorities under the terms of an agreement or arrangement in order to conduct a lawful investigation or administer or enforce any law. It may also be shared with CIC Financial Services to assist in the recovery of financial assistance that was provided to the individual. Information obtained from Foreign Affairs and International Trade Canada, Health Canada, Canada Customs and Revenue Agency, the Immigration and Refugee Board of Canada [that contained in IRB PPU 105 (Immigration Appeal Board Records), IRB PPU 110 (Immigration Appeal Division Records) IRB PPU 115 (Convention Refugee Division Records), and IRB PPU 145 (Research Director, Claim Specific Information)], CSIS, the RCMP and some provincial government departments may be shared for the purpose of administering or enforcing the immigration legislation and to administer and conduct the appeals process under the Immigration Act.

**Retention and Disposal Standards:** Information on controversial cases, such as those involving organized crime, is retained 10 years after the last administrative action. Upon expiry of the retention period, some of these records will be preserved by the National Archives of Canada for archival purposes. **Related to PR#:** CIC ACB 004 (formerly EIC IMM 120) **TBS Registration:** 005209 **Bank Number:** CIC PPU 046

### Security Review Support System

**Description:** This bank may include information gathered by Canadian or foreign investigative bodies or law enforcement agencies on persons who are associated with any organization involved in terrorist activities or whose admission or presence in Canada may be dangerous to Canadian security. **Class of Individuals:** Persons seeking admission to Canada, as well as those already in Canada as visitors, permanent residents of Canada and Minister's Permit holders who are known to engage or are suspected of engaging in activities contrary to the Immigration Act. **Purpose:** Information may be used to refuse admission to Canada or to expel persons from Canada. **Consistent Uses:** The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting or investigations related to immigration legislation. It may also be disclosed to provincial authorities for assessment under the terms

of an agreement (i.e. Canada-Quebec Accord) or arrangement. Uses also include the sharing of information with Solicitor General Canada, CSIS, the Department of Justice and the RCMP where these uses are pursuant to the law. Information may also be disclosed to various foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation. Other uses may include the sharing of information with the Immigration and Refugee Board of Canada, Canada Customs and Revenue Agency (Customs and Excise), Foreign Affairs and International Trade Canada as well as with provincial or municipal government departments under the terms of an agreement and for research purposes. It may also be shared with foreign governments such as U.S. immigration authorities under the terms of an agreement or arrangement in order to conduct a lawful investigation or administer or enforce any law. It may also be shared with CIC Financial Services to assist in the recovery of financial assistance that was provided to the individual. Information obtained from Foreign Affairs and International Trade Canada, Health Canada, the Immigration and Refugee Board of Canada [that contained in IRB PPU 105 (Immigration Appeal Board Records), IRB PPU 110 (Immigration Appeal Division Records) IRB PPU 115 (Convention Refugee Division Records) and IRB PPU 145 (Research Director, Claim Specific Information)], CSIS, the RCMP and some provincial government departments may be shared for the purpose of administering or enforcing the immigration legislation and to administer and conduct the appeals process under the Immigration Act.

**Retention and Disposal Standards:** Information on controversial cases, such as those involving organized crime, is retained 10 years after the last administrative action. Upon expiry of the retention period, some of these records will be preserved by the National Archives of Canada for archival purposes. Information regarding known and suspected terrorists is retained for 50 years unless the information is deleted by the originating office. Information regarding persons known to have committed war crimes or crimes against humanity is retained for 50 years. **Related to PR#:** CIC ACB 004 (formerly EIC IMM 120) **TBS Registration:** 005210 **Bank Number:** CIC PPU 047

## Centralized Service Delivery and Corporate Services

### ♦ Finance and Administration (BFD)

#### Immigration Program Accounts Receivable (IPAR)

**Description:** This bank includes the following information: Name, address, telephone number and Social Insurance Number of individuals against whom administrative fees have been levied or to whom loans have been made and also includes amounts paid, repaid and outstanding, credit reports, tracing actions,

and comments of immigrants and collecting officers and related correspondence. Information is duplicated in part on the Transportation, Admissibility and Assistance Loans Programs file. (CIC PPU 305) **Class of Individuals:** Immigrants, Convention Refugees or Designated Classes and new arrivals without sufficient assets to pay transportation costs, establish admissibility (medical costs overseas) or who are in need of financial assistance upon arrival and have received transportation, admissibility or assistance loans. **Purpose:** This bank is used to record and monitor the collection of outstanding loans and related administrative fees. It is a computerized record of loans and administrative fees. A manual file is also maintained on overpayment recovery activity. **Consistent Uses:** This bank is also matched with the Individual Income Tax Return (RCT PPU 005) in order to trace individuals and pursue the collection of debts due the Crown. Information from this bank may be used by Citizenship and Immigration Canada for purposes of research, planning, evaluation, statistics and internal audit and may be provided to private research firms for this purpose. It may also be shared with Private Collection Agencies for collection purposes. **Retention and Disposal Standards:** The files are retained for the duration of the recovery process. **Related to PR#:** CIC APB 001 (formerly CIC FIN 060) **PAC Number:** 88-012 **TBS Registration:** 005214 **Bank Number:** CIC PPU 048 (formerly EIC PPU 435)

### Service Contracts

**Description:** The bank may contain information on the qualifications and work experience of the contractor, letters of reference, details of the contract and assessments of the contractor's performance. **Class of Individuals:** Individuals and/or companies who have signed service contracts with Citizenship and Immigration Canada. **Purpose:** The information may be used to determine terms of payment, contract extension or renewal, and in other decisions pertaining to the contract. **Consistent Uses:** Information may be used for internal audit purposes. It may be provided to private sector research firms for planning, statistic, research and evaluations. **Retention and Disposal Standards:** The files are retained for 6 years after the fiscal year during which the contract was terminated. **Related to PR#:** CIC APB 002 (formerly CIC SYS 555) **PAC Number:** 99-004 **TBS Registration:** 001785 **Bank Number:** CIC PPU 049 (formerly CIC PPU 425)

### ◆ Departmental Delivery Network (RND)

#### Application and Assessment for Canadian Citizenship

**Description:** This bank contains a record of persons who have been issued a certificate of Canadian citizenship or naturalization, a certificate of renunciation of Canadian citizenship or a letter reflecting the information contained in citizenship records or of

persons whose birth abroad has been registered with the Canadian government. It also contains a record of persons whose Canadian citizenship has been revoked. This bank contains personal information such as the name, sex, date and place of birth and physical description of individuals on whom a record is kept. Historical records are available from 1854 however, they are incomplete prior to 1918. Those seeking access to these records must provide the name and date and place of birth and, where applicable and obtainable, the number of the Canadian citizenship or naturalization certificate which was issued. **Class of Individuals:** Individuals who have applied for naturalization in Canada, Canadian citizenship or renunciation of Canadian citizenship, whose birth abroad has been registered with the Canadian government or who have requested a letter clarifying their Canadian citizenship status as well as individuals whose Canadian citizenship has been revoked. **Purpose:** This bank is maintained in order to determine the Canadian citizenship status of individuals and to facilitate the processing of applications for or proofs of Canadian citizenship. **Consistent Uses:** For the purpose of administering the Citizenship Act and Regulations and other related Acts and for the purpose of confirming the Canadian citizenship status of individuals, information may be shared with the Royal Canadian Mounted Police, the Canadian Security and Intelligence Service for the purpose of conducting security reviews or investigations related to immigration legislation, Elections Canada, Foreign Affairs and International Trade Canada, the Federal Court of Canada and the Immigration Program. Lists of the names and addresses of new Canadian citizens (with written consent) may be supplied to the Prime Minister of Canada, to respective members of Parliament for the sole purpose of sending congratulatory letters. Confirmation of Canadian citizenship status may be provided to The Chancellery in support of nominations to the Order of Canada. Confirmation of Canadian citizenship status may also be provided to the spouses, children and other relatives of naturalized Canadian Citizens in order to assist them in acquiring a benefit. Information on individuals deceased more than 20 years may also be disclosed for genealogical research purposes. Information may be used internally for program management purposes, for purposes of research, planning, evaluation and statistics, and for internal audit purposes. **Retention and Disposal Standards:** These records are retained on microfilm indefinitely. **TBS Registration:** 003584 **Bank Number:** CIC PPU 050 (formerly MCC PPU 050)

#### Foreign Student Records and Case File

**Description:** This bank may contain information such as name, birth date, country of citizenship, sex, marital status, accompanying family members, nature and duration of studies, name and address of institution being attended and availability of funds. The file may also contain details concerning health and criminality,



the name and address of bond depositor, sum deposited, terms and conditions imposed, name of person signing bond, name of persons bonded, terms and condition which they must meet, and acknowledgement of terms and conditions. Persons seeking access to this bank must supply their name, date of birth and approximate date of temporary admission to Canada. **Class of Individuals:** Persons temporarily in Canada who are lawfully engaged in any recognized academic, professional or training course. **Purpose:** The purpose of this bank is to record information pertaining to persons temporarily in Canada who are lawfully engaged in any recognized academic, professional or training course, information issued in the administration and enforcement of immigration legislation with respect to the length and purpose of stay in Canada. **Consistent Uses:** The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting security reviews or investigations related to immigration legislation. Uses also include the sharing of information with Solicitor General Canada, CSIS, the Department of Justice and the RCMP where these uses are pursuant to the law. Information may also be disclosed to various foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation. Information may be disclosed to medical practitioners for the purpose of providing medical services to newly arrived immigrants being held in detention centres as well as to the Canadian Council of Engineers for the assessment of engineering qualifications. Some information may also be disclosed to transportation companies within the terms of their responsibilities under immigration legislation. It may also be disclosed to provincial authorities for assessment under the terms of an agreement (i.e. Canada-Quebec Accord) or arrangement. Other uses may include the sharing of information with the Insurance and Employment programs of Human Resources Development, the Immigration and Refugee Board, Foreign Affairs and International Trade Canada, Health Canada, Veterans Affairs Canada as well as with provincial or municipal government departments under the terms of an agreement (i.e., Malton Neighbourhood Services) responsible for assisting immigration settlement for the purpose of administering their programs (e.g. social welfare, education, and human resource planning) and for research purposes. Information may also be shared with Statistics Canada and Foreign Affairs and International Trade Canada for statistical and planning purposes. It may also be shared with foreign governments such as U.S. immigration authorities under the terms of an agreement or arrangement in order to conduct a lawful investigation or administer or enforce any law. It may also be shared with CIC Financial Services to assist in the recovery of financial assistance that was provided to the individual. It may be provided to private sector research firms for the

purposes of planning, statistics, research and evaluation. Information obtained from, Foreign Affairs and International Trade Canada, Health Canada, the Immigration and Refugee Board of Canada [that contained in IRB PPU 105 (Immigration Appeal Board Records), IRB PPU 110 (Immigration Appeal Division Records) IRB PPU 115 (Convention Refugee Division Records) and IRB PPU 145 (Research Director, Claim Specific Information)], CSIS, the RCMP and some provincial government departments may be matched for the purpose of administering or enforcing the immigration legislation and to administer and conduct the appeals process under the Immigration Act.

**Retention and Disposal Standards:** In approved applications, paper records are disposed of by CPC-Vegreville within days of last action, while paper records of refused applications are retained for 6 months. Electronic records of files processed at CPC-Vegreville are retained indefinitely. At posts abroad, the period of retention is 2 years from last action. Machine readable records are kept 15 years; microfilms are kept indefinitely. **Related to PR#:** CIC ASB 014 (formerly EIC IMM 115) **TBS Registration:** 005154 **Bank Number:** CIC PPU 051 (formerly EIC PPU 290)

### Immigration Medical Records

**Description:** This bank contains some or all of the following types of information: applications, medical reports, medical examination findings, medical and psychological assessments, laboratory reports or x-rays. Persons seeking access to this bank must supply their full name (including alias), date of birth and date and place of medical examination. **Class of Individuals:** Persons applying for permanent and temporary residence in Canada – visitors, students, temporary workers and persons in Canada on a Minister's Permit. **Purpose:** The bank is used to access the medical status of persons applying for permanent and temporary residence in Canada or for refugee status. The information is used in the administration and enforcement of the Immigration Act. **Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Other uses may include the sharing of some information with the departments of Health Canada and Foreign Affairs and International Trade Canada as well as with provincial/territorial government departments responsible for assisting in immigration settlement and for the purposes of administering their public health program or enforcing the immigration legislation.

**Retention and Disposal Standards:** Records are retained according to the various assessment categories as described in the "Disposal of medical reports and x-rays approved by Public Archives; Auditor General; and Records Management" with a minimum retention time of two years. **TBS Registration:** 002723 **Bank Number:** CIC PPU 052 (formerly EIC PPU 010)



### Permanent Resident Data System

**Description:** Records in this bank contain such data as demographics, birth date and place, citizenship, language, accompanying family members, passport number and country of issue, immigration category, country of last permanent residence, education, intended occupation, money in possession on arrival in Canada, destination address and person willing to help, assisted passage warrant number, visa or letter of pre-examination data, authorization number, office of issue and date, medical data, admission date and other information pertaining to admission. To access this bank the individual's name at entry, date of birth and year of entry are required. To access data concerning landing years 1919 to 1935, additional information is required such as country of birth, port of entry, vessel (if applicable) and names of accompanying family members. Landing records prior to 1935 are in the custody and control of the National Archives of Canada.

**Class of Individuals:** Persons who have been granted permanent residence in Canada. **Purpose:** The

purpose of the bank is to record the legal permanent admission of immigrants to Canada. It is used to verify the right of persons to remain in Canada. **Consistent**

**Uses:** The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting security reviews or investigations related to immigration legislation. Uses also include the sharing of information with Solicitor General Canada, CSIS, the Department of Justice and the RCMP where these uses are pursuant to the law. Information may also be disclosed to various foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation. Information may be disclosed to medical practitioners for the purpose of providing medical services to newly arrived immigrants being held in detention centres as well as to the Canadian Council of Engineers for the assessment of engineering qualifications. Some information may also be disclosed to transportation companies within the terms of their responsibilities under immigration legislation. It may also be disclosed to provincial authorities for assessment under the terms of an agreement (i.e. Canada-Quebec Accord) or arrangement. Other uses may include the sharing of information with the Department of Human Resources Development Canada, the Canada Customs and Revenue Agency, the Immigration and Refugee Board of Canada, Foreign Affairs and International Trade Canada, Health Canada, Veterans Affairs Canada as well as with provincial or municipal government departments under the terms of an agreement (i.e., Malton Neighbourhood Services) responsible for assisting immigration settlement for the purpose of administering their programs (e.g. social welfare, education, and human resource planning), for administration and enforcement of their programs and for research purposes. Information may also be shared with Statistics Canada and, Foreign Affairs

and International Trade Canada for statistical and planning purposes. It may also be shared with foreign governments such as U.S. immigration authorities under the terms of an agreement or arrangement in order to conduct a lawful investigation or administer or enforce any law. It may also be shared with CIC Financial Services to assist in the recovery of financial assistance that was provided to the individual. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. Information obtained from, Foreign Affairs and International Trade Canada, Health Canada, the Immigration and Refugee Board (that contained in IRB PPU 105 (Immigration Appeal Board Records), IRB PPU 110 (Immigration Appeal Division Records) and IRB PPU 115 (Convention Refugee Division Records)), IRB PPU 145 (Research Director, Claim Specific Information), CSIS, the RCMP and some provincial government departments may be matched for the purpose of administering or enforcing the immigration legislation and to administer and conduct the appeals process under the Immigration Act. **Retention and Disposal Standards:** Records are retained by the CPC for a period of two (2) years after finalization, and then referred to Federal Archives in Edmonton. **Related to PR#:** CIC ASB 014 (formerly EIC IMM 115) **TBS Registration:** 005219 **Bank Number:** CIC PPU 053 (formerly EIC PPU 230)

### Temporary Worker Records and Case File

**Description:** The bank may contain information such as name, birth date, country of citizenship, sex, marital status, accompanying family members, address in Canada, personal qualifications, experience, nature of work, name and address of employer and Social Insurance Number. The file may also contain details concerning health and criminality and information from CIC PPU 051 (formerly EIC PPU 290) name and address of bond depositor, sum deposited, terms and conditions imposed, name of person signing bond, name of persons bonded, terms and condition which they must meet, and acknowledgement of terms and conditions. Persons seeking access to this bank must supply their date of birth and approximate date of temporary admission to Canada. **Class of Individuals:** Persons temporarily in Canada who are employed.

**Purpose:** To record information pertaining to persons temporarily in Canada who are employed. Information may be used in the administration and enforcement of immigration legislation with respect to the length and purpose of the visitors' stay in Canada as well as any conditions governing the nature and locale of their employment. **Consistent Uses:** The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting security reviews or investigations related to immigration legislation. Uses also include the sharing of information with Solicitor General Canada, CSIS, the Department of Justice and

the RCMP where these uses are pursuant to the law. Information may also be disclosed to various foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation. Information may be disclosed to medical practitioners for the purpose of providing medical services to newly arrived immigrants being held in detention centres as well as to the Canadian Council of Engineers for the assessment of engineering qualifications. Some information may also be disclosed to transportation companies within the terms of their responsibilities under immigration legislation. It may also be disclosed to provincial authorities for assessment under the terms of an agreement (i.e. Canada-Quebec Accord) or arrangement. Other uses may include the sharing of information with the Department of Human Resources Development Canada, the Canada Customs and Revenue Agency, the Immigration and Refugee Board of Canada, Foreign Affairs and International Trade Canada, Health Canada, Veterans Affairs Canada as well as with provincial or municipal government departments under the terms of an agreement (i.e., Malton Neighbourhood Services) responsible for assisting immigration settlement for the purpose of administering their programs (e.g. social welfare, education, and human resource planning) for administration and enforcement of their programs and for research purposes. Information may also be shared with Statistics Canada and Foreign Affairs and International Trade Canada for statistical and planning purposes. It may also be shared with foreign governments such as U.S. immigration authorities under the terms of an agreement or arrangement in order to conduct a lawful investigation or administer or enforce any law. It may also be shared with CIC Financial Services to assist in the recovery of financial assistance that was provided to the individual. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. Information obtained from, Foreign Affairs and International Trade Canada, Health Canada, the Immigration and Refugee Board [that contained in IRB PPU 105 (Immigration Appeal Board Records), IRB PPU 110 (Immigration Appeal Division Records), IRB PPU 115 (Convention Refugee Division Records) and IRB PPU 145 (Research Director, Claim Specific Information)], CSIS, the RCMP and some provincial government departments may be matched for the purpose of administering or enforcing the immigration legislation and to administer and conduct the appeals process under the Immigration Act. The information may also be shared with workers' compensation boards or Employment Insurance. **Retention and Disposal Standards:** Paper records are maintained for 2 years after last administrative action at CIC offices. Employment authorizations are microfilmed and retained indefinitely at Immigration Headquarters. At posts abroad, the period of retention is 2 years after last administrative action. In approved applications,

paper records are disposed of by CPC-Vegreville within days of last action, while paper records of refused applications are retained for 6 months. Electronic records of files processed at CPC-Vegreville are retained indefinitely. **Related to PR#:** CIC ASB 014 (formerly EIC IMM 115) **TBS Registration:** 005009 **Bank Number:** CIC PPU 054 (formerly EIC PPU 295)

### Visitor Case File

**Description:** Records in this file may include the following information: name, date and country of birth, country of citizenship, marital status, address in Canada and abroad, accompanying family members, details concerning health, past criminality, details of financial status, length of authorized stay and date of original entry, name and address of bond depositor, sum deposited, terms and conditions imposed, name of person signing bond, name of persons bonded, terms and condition which they must meet, and acknowledgement of terms and conditions. Information is held at the Case Processing Centre, Vegreville, Alberta; Canada Immigration Centres, and at Immigration headquarters in Ottawa in cases receiving specific further consideration. Persons seeking access to this information bank must supply their date of birth, approximate date of permit and office of issue. **Class of Individuals:** Visitors to Canada. **Purpose:** To record information pertaining to documented visitors to Canada, except those authorized to participate in employment or training under section 10 of the Immigration Act. Information may be used in the administration and enforcement of immigration legislation. **Consistent Uses:** The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting security reviews or investigations related to immigration legislation. Uses also include the sharing of information with Solicitor General Canada, CSIS, the Department of Justice and the RCMP where these uses are pursuant to the law. Information may also be disclosed to various foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of immigration legislation. Information may be disclosed to medical practitioners for the purpose of providing medical services to newly arrived immigrants being held in detention centres as well as to the Canadian Council of Engineers for the assessment of engineering qualifications. Some information may also be disclosed to transportation companies within the terms of their responsibilities under immigration legislation. It may also be disclosed to provincial authorities for assessment under the terms of an agreement (i.e. Canada-Quebec Accord) or arrangement. Other uses may include the sharing of information with the Department of Human Resources Development Canada, the Canada Customs and Revenue Agency, the Immigration and Refugee Board, Foreign Affairs and International Trade Canada, Health



Canada, Veterans Affairs Canada as well as with provincial or municipal government departments under the terms of an agreement (i.e., Malton Neighbourhood Services) responsible for assisting immigration settlement for the purpose of administering their programs (e.g. social welfare, education, and human resource planning), for administration and enforcement of their programs and for research purposes. Information may also be shared with Statistics Canada and Foreign Affairs and International Trade Canada for statistical and planning purposes. It may also be shared with foreign governments such as U.S. immigration authorities under the terms of an agreement or arrangement in order to conduct a lawful investigation or administer or enforce any law. It may also be shared with CIC Financial Services to assist in the recovery of financial assistance that was provided to the individual. It may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. Information obtained from, Foreign Affairs and International Trade Canada, Health Canada, the Immigration and Refugee Board of Canada [that contained in IRB PPU 105 (Immigration Appeal Board Records), IRB PPU 110 (Immigration Appeal Division Records) IRB PPU 115 (Convention Refugee Division Records) and IRB PPU 145 (Research Director, Claim Specific Information)], CSIS, the RCMP and some provincial government departments may be matched for the purpose of administering or enforcing the immigration legislation and to administer and conduct the appeals process under the Immigration Act.

**Retention and Disposal Standards:** Paper records are kept normally for 2 years after the last administrative action. Information on persons known or suspected of engaging in activities contrary to the Immigration Act is retained 5 years after the last administrative action. Microfilmed records are kept indefinitely. In approved applications, paper records are disposed of by CPC-Vegreville within days of last action, while paper records of refused applications are retained for 6 months.

Electronic records of files processed at CPC-Vegreville are retained indefinitely. **Related to PR#:** CIC ASB 014 (formerly EIC IMM 115) **TBS Registration:** 005010

**Bank Number:** CIC PPU 055 (formerly EIC PPU 285)

### Query Response Centre Records

**Description:** Individual records may include an index to facilitate file retrieval (depending on the year of arrival in Canada). A verification of admission form is needed to search the records available in the Centre. This form is available through your nearest CIC. Following are the documents which are available: Immigrant Visa and Record of Landing, Visitor Record, Employment Authorization, Student Authorization, Amendment to Record of Landing, Confirmation / Certificate of Departure, Minister's Consent Pursuant to Section 55 of the Immigration Act, Exclusion Order, Permit to come into or Remain in Canada, Extension of Permit:

Certificate, Confiscated or Voluntarily Surrender CIC's or CIIR's Record of Landing, Notice of arrest under section 103 of the Immigration Act, Voluntary Departure – Confirmation, Departure Order, Certificate / No documents on file – No landing record, No student/employment authorization, No Minister's consent, Certificate 19(1) (c) Immigration Act, No visitor Record, Certificate 19(2)(a) Immigration Act, 27 report and 20 report. **Class of Individuals:** Holders of immigrant visas, visitors, foreign student, temporary foreign workers, holders of Ministerial Permits and those persons for whom there has been enforcement action. People who have received or been denied the consent of the Minister to return to Canada and holders of certificates. **Purpose:** The information contained in this bank is gathered by Citizenship and Immigration and is used to produce copies, certified or not, of all documents listed above and serves as a record of all documented holders. **Consistent Uses:** The bank is required to store all documents listed above. The information contained in this bank may be used or disclosed in the administration and enforcement of the Immigration Act and the detection, suppression and prevention of immigration offenses. The information may be disclosed to the Canadian Security Intelligence Service (CSIS) and the Royal Canadian Mounted Police (RCMP) for the purpose of conducting security reviews or investigations related to immigration legislation. It may also be disclosed to provincial authorities for assessment under the terms of an agreement (i.e. Canada-Quebec Accord) or arrangement. Other uses may include the sharing of information with the Insurance and Employment programs of Human Resources Development, Health Canada, Veterans Affairs Canada as well as with provincial or municipal government departments under the terms of an agreement (i.e., Malton Neighborhood Services) responsible for assisting immigration settlement for the purpose of administering their programs (e.g. social welfare, education, and human resource planning) and for research purposes. It may also be shared with foreign governments such as U.S. immigration authorities under the terms of an agreement or arrangement in order to conduct a lawful investigation or administer or enforce any law. It may also be shared with CIC Financial Services to assist in the recovery of financial assistance that was provided to the individual.

**Retention and Disposal Standards:** These records are retained on microfilm indefinitely. Records prior to January 1, 1936, are in the custody and control of the National Archives of Canada. Related to Program Record Numbers: CIC ASB 014 (formerly EIC IMM 115), CIC ASB 006 (formerly EIC IMM 130), CIC ASB 008 (formerly EIC IMM 151), CIC ACB 004 (formerly EIC IMM 120), CIC ASB 011 (formerly EIC IMM 131) **TBS Registration:** 005212 **Bank Number:** CIC PPU 056



## Strategic Directions and Communications

### ♦ Executive Services (BMD)

#### Client Server—Correspondence and Issue Management System (CS-CIMS) (BMQ)

**Description:** Correspondence services for the Minister and Deputy Minister. **Class of Individuals:** Members of Parliament, Senators, lawyers, consultants, non-governmental organizations, members of the general public, other government departments and governments of other countries. **Purpose:** To respond to correspondence on behalf of the Minister or Deputy Minister. **Consistent Uses:** Data is used for management information purposes, that is to identify trends, topics of general concern to Canadians, categories of writers, geographic distribution of writers, etc. **Retention and Disposal Standards:** Records are kept until two years after the last administrative action. Related to **Program Record Number:** CIC ACB 012 **TBS Registration:** 005211 **Bank Number:** CIC PPU 057

#### Access to Information Requests (BMX)

**Description:** This bank contains Access Requests sent by individuals pursuant to the Access to Information Act, the replies to such requests and information related to their processing. Information on exclusions or exemptions claimed or on complaints handled may also be included, as well as information on right of access by virtue of being a Canadian citizen, permanent resident or in a class created by order-in-council.

Access to Information Requests for immigration records may include immigration file numbers, date and country of birth and status in Canada. Persons wishing to access this bank should provide as much information as possible in their request (i.e. name, date of birth, country of birth, CIC file number). Persons wishing to access this bank on the behalf of others must provide a letter of consent signed by the person in question.

**Class of Individuals:** Canadian citizens, permanent residents and other persons approved by the Governor in Council who have requested access to information held by CIC, as well as persons who have authorized Canadian citizens or permanent residents to request access to their personal information on their behalf.

**Purpose:** Information in this bank is used to process requests under the Access to Information Act and to report on the number and type of requests received, fees collected, administration costs and complaints handled. **Consistent Uses:** Information may be used for internal audit purposes. It may be provided to private sector research firms for planning, statistics, research and evaluations. **Retention and Disposal Standards:** Request files are retained for two years after the last administrative action. **Related to PR#:** CIC ACB 013 (formerly CIC SEC 040) **TBS Registration:** 002393 **Bank Number:** CIC PPU 058 (formerly CIC PPU 410)

#### Human Rights Case Files (BMX)

**Description:** This bank contains copies of documents, correspondence and other forms of communication or information relating to complaints filed by individuals with the Canadian Human Rights. **Class of Individuals:** Persons who have filed complaints against CIC under the Canadian Human Rights Act. **Purpose:** The information is collected in order to resolve Human Rights Complaints. **Consistent Uses:** Summary complaint data is used for management information purposes. Depersonalized individual case data is used for training purposes. **Retention and Disposal Standards:** Records are retained for two years after the last administrative action. **Related to PR#:** CIC ACB 014 (formerly CIC SEC 045) **TBS Registration:** 002394 **Bank Number:** CIC PPU 059 (formerly CIC PPU 415)

#### Information Disclosures to Investigative Bodies (BMX)

**Description:** This bank contains copies of requests for disclosure of personal information submitted to CIC under paragraph 8(2)(e) of the Privacy Act by investigative bodies listed in Schedule II of the Privacy Regulations. This bank also contains the replies to such requests and particulars related to their processing.

**Class of Individuals:** Persons under investigation by federal investigative bodies. **Purpose:** This bank is used to record disclosures of personal information to federal law enforcement bodies under paragraph 8(2)(e) of the Privacy Act and to report to the Privacy Commissioner on the number of these requests. **Retention and Disposal Standards:** These files are retained for two years after the administrative action. **Related to PR#:** CIC ACB 013 (formerly CIC SEC 040) **TBS Registration:** 002373 **Bank Number:** CIC PPU 060 (formerly CIC PPU 400)

#### Privacy Act Requests (BMX)

**Description:** This bank contains Requests under the Privacy Act sent by individuals seeking access to their personal files, the replies to such requests and information related to their processing. Information on exemptions claimed or on complaints handled may also be included. Persons wishing to access this bank should provide as much information as possible in their request (i.e. name, date of birth, country of birth, CIC file number). Persons wishing to access this bank on the behalf of others must provide a letter of consent signed by the person in question. **Class of Individuals:** Individuals who apply under the Privacy Act for their personal file. **Purpose:** Information in this bank is used to process requests under the Privacy Act and to report on the number and type of requests received, administration costs and complaints handled. **Consistent Uses:** The information may be used for internal audit purposes. It may be provided to private sector research firms for planning, statistics, research and evaluations. **Retention and Disposal Standards:** Files are kept for 2 years after the last administrative

action. **Related to PR#:** CIC ACB 013 (formerly CIC SEC 040) **PAC Number:** 85-001 **TBS Registration:** 001783 **Bank Number:** CIC PPU 061 (formerly CIC PPU 405)

## Classes of Personal Information

### Policy and Program Development

#### ♦ Integration (SID)

##### Settlement/Citizenship/Integration Promotion/Service Line Support

Letters written by the general public asking for information on the programs and responses to these letters are placed on CIC program files and are not retrievable by personal identifiers. They may, however, contain personal information. Any questions relating to CIC's programs and services are referred to the appropriate program group and letters from the public will be found in the relevant program files. Mailing lists may be found by consulting the Communications Branch.

#### ♦ Selection (SSD)

Letters and faxes from the general public, lawyers, consultants, MPs, private sector, other governmental and non-governmental organizations which may include enquiries, requests for information, advice and opinions on CIC policies, programs, and the handling of individual cases, as well as personal information. They may also deal with individuals employed by CIC. Memos and other briefing documents may deal with the same topics and individuals. The information contained in this correspondence is not used for an administrative purpose.

### Strategic Directions and Communications

#### ♦ Communications (BPD)

Distribution mailing lists, both on paper and computer disks, which include individuals, as well as groups and media, who receive various departmental and branch publications, notably news releases and speeches, or who are targeted to receive promotional/educational or information materials (e.g. National Citizenship Week and other campaigns) or key documents or legislation (e.g. Annual Immigration Plan). This information is not retrievable by personal identifier.

## Manuals

Manuals that are available on the CIC web site are indicated with an asterisk (\*).

- 19 (1) (1) List of Officials of the Federal Republic of Yugoslavia and Serbia

- 19 (1) (1) List of Officials of the Federal Republika SRPSKA Government (The Bosnian Serbs)
- Access to Information Manual
- Accounting Manual
- Appraisal Handbook
- Basic Reference Guide to Military Organization, Rank and Classification
- C-44 Implementation/Senior Immigration Officer (SIO) Training Manual
- CAIPS Manual
- Carrier Guide
- Casual Employment Manager's Guide
- Citizenship Act
- Citizenship and Immigration Reference
- Citizenship Policy Manual\*
- Citizenship Registration Manual
- Citizenship Regulations
- Code of Conduct
- Communications Handbook
- Community Relations Handbook
- Corporate Records Management Classification List
- Country Information Guide
- Desk Procedures
- Document Folder
- Enforcement and Control\*
- Escort officer's Guide
- Family Portraits
- File Retention Policy—Archiving
- Financial Coding Manual
- Financial Policy Manual
- Fleet Management Policy and Procedures
- Guide for the Operational Review of a Canada Immigration Centre
- Guide to Administration Services
- Guidelines for Corporate Committees at Citizenship and Immigration Canada
- Guidelines for Memorandum to Cabinet
- Guidelines for Minister and Deputy Minister's Correspondence
- Guidelines for Processing Business Category Applications by Source Country
- Guidelines for Settlement Programs and Services
- Human Resources Management Manual
- Human Rights Manual
- IFMS Materiel Management Manual
- Immigration Act and Legislation\*
- Immigration Coding Manual
- Immigration Control

- Immigration Cost Recovery and Key Document Management Handbook
- Immigration Data System
- Immigration Reference
- Inland Processing\*
- Instrument of Human Resources Signing Authorities (March 1998)
- Interdiction Handbook
- Investigator's Guide
- Kosovo Crisis Field Manual
- Kosovo Debriefing Guide
- Manager's Guide
- Medical Officers – Guidelines for Designated Medical Practitioner (DMP) Program
- Medical Officers Handbook
- Medical Officers Handbook for Designated Medical Practitioners
- National Headquarters Telephone Directory
- Overseas Processing\*
- Performance Measures Reference Manual
- Point of Service
- Port of Entry Processing\*
- Post-Claim Determination Guide
- Privacy Manual
- Recorded Information Management Policy and Procedures Manual
- Reporting and Liaison Handbook
- Resettlement Assistance Program
- Rwanda—Study 19 (1) (1) List
- Security Policy and Procedures Manual
- Service and Administration
- Sierra Leone Immigration Screening Aid
- Signage Improvement
- Single Officer Mission Manual
- Subject File Classification
- Telework Handbook
- Temporary Foreign Worker Guidelines\*
- Training and Education Allowance Guide
- Transportation Directives
- Use of Force Disengagement Guide
- War Crimes—Abusive Regimes Training
- Workforce Adjustment Guide

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to:

Communications Branch  
Citizenship and Immigration Canada  
Mail Room, Jean Edmonds Tower South  
365 Laurier Avenue West  
Ottawa, Ontario  
K1A 1L1

Tel.: (613) 954-9019  
Fax: (613) 954-2221  
Web Site: [www.cic.gc.ca](http://www.cic.gc.ca)

Access to Information requests should be directed to:

Public Rights Administration  
Citizenship and Immigration Canada  
Narono Building  
360 Laurier Ave, 10<sup>th</sup> floor, Section D  
Ottawa, Ontario  
K1A 1L1

Tel.: (613) 946-0953  
Fax: (613) 957-6517

Privacy Requests should be directed to the appropriate address below.

### Atlantic Region

Regional Privacy Coordinator  
Atlantic Regional Office  
1875 Brunswick Street  
Halifax, Nova Scotia  
B3J 2G8

Tel.: (902) 426-0972  
Fax: (902) 426-4241

### British Columbia and Yukon Territory

Regional Privacy Coordinator  
British Columbia and Yukon Territory Regional Office  
800 Burrard Street  
Suite 641  
Vancouver, British Columbia  
V6Z 2V8

Tel.: (604) 666-8485  
Fax: (604) 666-1927



## Ontario Region

Regional Privacy Coordinator  
Ontario Regional Office  
25 St. Clair Avenue East  
Suite 200  
Toronto, Ontario  
M4T 1M2

Tel.: (416) 954-7857  
Fax: (416) 954-7837

## Prairies and Northern Territories Region

Regional Privacy Coordinator  
Prairies and Northern Territories Regional Office  
400 Johnston Terminal Building  
25 Forks Market Road  
Winnipeg, Manitoba  
R3C 4S9

Tel.: (204) 983-2428  
Fax: (204) 984-2017

## Quebec Region

Regional Privacy Coordinator  
Quebec Regional Office  
715 Peel Street, 3<sup>rd</sup> Floor  
Montréal, Quebec  
H3C 4H6

Tel.: (514) 496-9398  
Fax: (514) 496-9499

For Privacy Requests concerning Canadian Citizenship Records, please contact:

Privacy Coordinator  
Case Processing Centre Sydney  
P. O. Box 7000  
Sydney, Nova Scotia  
B1P 6V6

Tel.: (902) 564-2740  
Fax: (902) 564-2781

For Privacy Requests concerning immigration sponsorships, please contact:

Privacy Coordinator  
Case Processing Centre Mississauga  
P. O. Box 6100, Station A  
Mississauga, Ontario  
L5A 4H4

Tel.: (905) 803-7904  
Fax: (905) 803-7392

For Privacy Requests concerning Visitor Extensions, Student Authorizations, Employment Authorizations, Minister's Permit Extensions, Immigrant Applications for Landing in Canada and Right of Landing Fee (ROLF) Loans, please contact:

Privacy Coordinator  
Case Processing Centre Vegreville  
6212 – 55<sup>th</sup> Avenue  
Vegreville, Alberta  
T9C 1W5

Tel.: (780) 632-8073  
Fax: (780) 632-8101

For files held by the Case Management Branch, please contact:

ATIP Coordinator  
Case Management Branch  
300 Slater Street  
Jean-Edmonds Tower North – 6<sup>th</sup> floor  
Ottawa, Ontario  
K1A 1L1

Tel.: (613) 957-3940  
Fax: (613) 954-5190

For files held by Medical Services, please contact:

ATIP Coordinator  
Medical Services  
365 Laurier Avenue West  
Jean-Edmonds Tower South – 14<sup>th</sup> floor  
Ottawa, Ontario  
K1A 1L1

Tel.: (613) 957-6114  
Fax: (613) 941-5043

Privacy Requests can also be made at local Canada Immigration Centres. Consult your local telephone directory for the centre nearest you.

## Reading Room

### National Capital Region

Departmental Library  
300 Slater Street  
Jean Edmonds Tower North  
3<sup>rd</sup> Floor  
Ottawa, Ontario  
K1A 1L1

### Regional Offices

Please see addresses under "Additional Information" above.

# Commission for Public Complaints Against the RCMP

## Chapter 47

### General Information

#### Background

The Commission for Public Complaints Against the RCMP was established by Parliament in March 1986, as a result of recommendations arising from the 1976 Marin Commission of Inquiry Relating to Public Complaints, Internal Discipline and Grievance Procedure within the Royal Canadian Mounted Police, and the 1981 McDonald Commission of Inquiry Concerning Certain Activities of the Royal Canadian Mounted Police. Part VII of the Royal Canadian Mounted Police Act, which made the Commission operational, came into force on September 30, 1988.

#### Responsibilities

The Commission for Public Complaints Against the RCMP is an independent administrative tribunal empowered to conduct external and independent reviews of public complaints concerning the conduct of members of the RCMP in the course of their duties. The Chair of the Commission reviews the disposition of the complaint by the RCMP and may conduct investigations and institute public hearings of the Commission. The Chair may, as well, initiate a complaint personally if there are reasonable grounds for investigation. If the Chair considers it advisable in the public interest, the Chair may conduct an investigation of any complaint or institute a hearing regardless of whether the complaint has been investigated or otherwise dealt with by the RCMP. The findings and recommendations of the Chair are sent to the Commissioner of the RCMP and the Solicitor General of Canada. The Chair reports annually to Parliament through the Solicitor General of Canada.

#### Legislation

- Royal Canadian Mounted Police Act, Parts VI and VII

#### Organization

The Commission consists of a Chair, a Vice-Chair, a member for each contracting province and not more than three other members, to be appointed by order of the Governor in Council. The Chair is the Chief Executive Officer of the Commission and has supervision over and direction of the work of the Commission staff. The senior staff of the Commission consists of an Executive Director, a General Counsel,

a Director of Operations, Senior Reviewer/Analysts, Reviewer/Analysts, Investigators, a Senior Advisor Policy, Planning and Research, Regional Directors and an Office Manager.

### Information Holdings

#### Program Records

##### Complaints

**Description:** Information on each complaint submitted by a member of the public to the Commission is placed in a separate file. Such file contains all correspondence, records of interviews, investigations, hearings, findings, recommendations and reports concerning the complaint held by and under the control of the Commission.

**Program Record Number:** CPC EXE 010

##### Information Access Policy/Disclosures

**Description:** Information on policy and procedures which govern the collection, retention, disposal, disclosure and formal public access to both personal and non-personal information under the Commission's control as it relates to the Access to Information Act and the Privacy Act. **Program Record Number:** CPC AIP 030

##### Legal Matters

**Description:** Information on the Commission's jurisdiction, administration of legal matters, legal opinions and decisions, practice and procedure. **Topics:** Policy; general correspondence; cases; retrospectivity and the Commission for Public Complaints Against the RCMP; jurisdiction issues; practice and procedure; application of Part VII of Bill C-65 to off-duty members of the RCMP and the RCMP itself; opinions rendered by legal advisors on Administrative Law and Charter Issues; aboriginal people; minority groups. **Program Record Number:** CPC LEG 025

##### Organization and Functions

**Description:** Information on the Commission for Public Complaints Against the RCMP's organization, correspondence, activities and reports. **Topics:** General correspondence; appointments; communications plan; organization; complaints procedure; meetings; annual reports; rules of conduct; operational framework plan.

**Program Record Number:** CPC EXE 005

## Royal Canadian Mounted Police

**Description:** Information on RCMP organization, strength, policies, regulations, statistics on complaints and reports. **Topics:** General correspondence; RCMP organization and strength; RCMP statistics – complaints against the Force and its members; RCMP operational statistics reporting system (Mayor's Report); RCMP recruiting of minorities; RCMP bulletin public complaints policy; administration and operational manuals; regulations; Commissioner's forecast; provincial and municipal policing contracts; Canadian Program of Science and Technology in Support of Law Enforcement; 1987-88 Annual Report; 1988-89 Annual Report; 1989-90 Annual Report; 1990-91 Annual Report; 1991-92 Annual Report. **Program Record Number:** CPC EXE 015

## Security

**Description:** Information on security regulations for the handling of documents, the administration of the personnel security program involving clearance, physical security of buildings, installations and facilities. **Topics:** General correspondence; physical security; security policy; classification of information. **Program Record Number:** CPC EXE 020

## Staffing

**Description:** Records on employment and staffing in general, applications, casual and term employees, competitions and programs, recruitment, requests for staffing action, and summer employment for students. **Program Record Number:** CPC EXE 040

## Personal Information Banks

### Complaints and Requests for Review made by the Public Against the RCMP Under the Royal Canadian Mounted Police Act, Part VII

**Description:** This bank contains the files on complaints concerning the conduct of members of the RCMP received by the Commission. These complaints are sent by the Commission to the RCMP for investigation. This bank also contains the files on reviews carried out by the Commission as a result of requests from members of the public who are not satisfied with the RCMP disposition of their complaints. The review files contain statements from individuals, correspondence with and reports about complainants, respondents and witnesses dealing with the complaint and other facts relevant to the RCMP investigations. These complaint and review files date from October 1, 1988. **Class of Individuals:** Complainants, members of the RCMP, witnesses and other parties to the complaint. **Purpose:** The purpose of this bank is to record, inquire into and follow up on complaints regarding the conduct of members of the RCMP. **Consistent Uses:** The information is used by the Commission to fulfill its

mandate under the Royal Canadian Mounted Police Act, as well as for research, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** All complaint and review files are retained for 50 years. They are held by the Commission for a period of two years after the file is closed and then transferred for storage for 48 years to the National Archives of Canada. **Related to PR#:** CPC EXE 010 **TBS Registration:** 002640 **Bank Number:** CPC PPU 005

## Contracts

**Description:** This bank contains a record of all personal and professional service contracts entered into by the Commission. It contains information such as the original contractual documents, invoices and records of payment for individual and professional services. **Class of Individuals:** Personal information relates to individuals hired under personal service contracts by the Commission. **Purpose:** The bank is used for accounting, reference and statistical purposes. **Retention and Disposal Standards:** Files are retained for six years after the contract is cancelled or terminated and then destroyed. **Related to PR#:** CPC EXE 040 **TBS Registration:** 003795 **Bank Number:** CPC PPU 025

### Requests for Access to Records Under the Access to Information Act

**Description:** This bank contains both formal and informal requests sent by individuals seeking access to information pursuant to the Access to Information Act, replies to such requests and information related to their processing. **Class of Individuals:** Applicants under the Access to Information Act. **Purpose:** This material is collected and used for processing access requests only, and for use in the preparation of the annual report to the Treasury Board Secretariat. **Retention and Disposal Standards:** These records are retained for two years and are then destroyed. **Related to PR#:** CPC AIP 030 **TBS Registration:** 002643 **Bank Number:** CPC PPU 020

### Requests for Access to Records under the Privacy Act

**Description:** This bank contains formal requests sent by individuals seeking access to information relating to those individuals pursuant to the Privacy Act, replies to such requests and information related to their processing. **Class of Individuals:** Applicants under the Privacy Act. **Purpose:** This material is collected and used for processing privacy requests only, and for use in the preparation of the annual report to the Treasury Board Secretariat. **Retention and Disposal Standards:** These records are retained for two years and are then destroyed. **Related to PR#:** CPC AIP 030 **TBS Registration:** 002642 **Bank Number:** CPC PPU 015



## Staffing

**Description:** This bank contains information on individuals who have submitted a written application for employment to the Commission for Public Complaints Against the RCMP. The files contain a variety of information that might include completed application forms, résumés, letters of reference and letters acknowledging receipt of the applications. **Class of Individuals:** Individuals interested in securing employment with the Commission. **Purpose:** These records are consulted when employment vacancies arise. **Retention and Disposal Standards:** These records are kept for two years after the eligible list for a staffing action expires. **Related to PR#:** CPC EXE 040 **TBS Registration:** 002641 **Bank Number:** CPC PPU 010

## Manuals

- Commission for Public Complaints Against the RCMP Procedures Manual (Draft)
- Commission for Public Complaints Against the RCMP Rules of Practice and Procedures for Hearings (Draft)

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information on the Commission for Public Complaints Against the RCMP may be directed to:

Executive Director  
Commission for Public Complaints Against the RCMP  
P.O. Box 3423, Station D  
Ottawa, Ontario  
K1P 6L4

## Reading Room

In accordance with the Access to Information Act, an office has been designated as a public reading room. This room is situated at:

Third Floor  
60 Queen Street  
Ottawa, Ontario

# Communication Canada

## Chapter 48

### General Information

### Background

The Canada Information Office (CIO), replaced by Communication Canada on September 1st, 2001, was created on July 9, 1996. In April 1998, following the creation of the Ad Hoc Cabinet Committee on Government Communications (Committee), the CIO came under the responsibility of the Chair of the Committee, the Honourable Alfonso Gagliano, Minister of Public Works and Government Services. In April 2001, this Committee became the Cabinet Committee on Government Communications. As a result, the CIO was given an additional role which is to provide support and advice to the Committee in its efforts to make government communications more effective and efficient.

Communication Canada's mandate is to improve communications between the Government of Canada and Canadians. In doing so, we promote better corporate communications by the Government as a whole and support the Government's commitment to a strong and united Canada.

Communication Canada works with other government departments and agencies, as well as with the private sector and non-governmental organizations, on initiatives to inform Canadians about Canada and the services available to them from the Government of Canada.

At Communication Canada, we believe the better the Government of Canada communicates with citizens, the better Canadians will know their government, their country and each other.

### Responsibilities

We collaborate with government departments, private-sector partners and other non-government organizations to deliver communication products and government-wide initiatives. We engage in two key areas of activity: communications and public opinion research.

Research and analysis helps Communication Canada and government departments respond better to your information needs. We conduct research to find out what's on the minds of Canadians, what information they want, and what form they want it in.

We share our findings to add to understanding of Canadians' communications preferences, their top concerns and priorities, and how they differ across the country and over time.

Armed with our research findings, Communication Canada works with government departments to plan communications that meet Canadians' needs.

### Organization

Communication Canada is organized along four sectors: Planning, Research and Regional Coordination, Operations, Communications Services and Corporate Services.

### Planning, Research and Regional Coordination Sector

This sector sets out Communication Canada's strategic framework, plans and goals, and evaluates, measures and reports on its activities. It is also responsible for Communication Canada's regional coordination function. Through its public opinion and communications research, environmental scanning and analysis, and network of regional coordinators, the Planning and Research Sector provides strategic advice, evaluations and recommendations that help guide Communication Canada, other government departments and the Cabinet Committee in developing and implementing activities, policies and programs relating to government-wide communications across the country. The Planning and Research Sector is composed of three branches: Strategic Planning, Policy and Evaluation; Research and Analysis; Regional Coordination.

#### ♦ Strategic Planning, Policy and Evaluation Branch

This branch sets out Communication Canada's strategic framework, plans and goals. It also evaluates and measures departmental activities, and accordingly prepares performance reports. The Branch provides strategic advice for the Communication Canada's activities and advises on policies and programs relating to government-wide communications.

#### ♦ Research and Analysis Branch

In collaboration with other branches, this branch determines Communication Canada's research objectives, needs and priorities. It then designs, develops and implements relevant research-related activities and products. These are shared throughout the Government of Canada to increase understanding of the societal trends, factors, issues and events affecting government communications. The branch also coordinates public opinion research for the Government of Canada as a whole in order to ensure concerted planning and sharing in this area of activity.

### ◆ Regional Coordination Branch

With a communications office in each province, Communication Canada's Regional Coordination Branch aims to make Canadians more aware of the programs and services available to them in communities throughout the country. Regional communication coordinators work closely with senior officials of federal departments to improve corporate communications for the Government of Canada.

### Operations Sector

This sector, in partnership with governmental and non-governmental partners, designs and delivers communications products, services and activities that respond to Canadians' needs and desires for information. Through its media monitoring and tracking of government-related events and coordination of Ministerial tours in Quebec and in the West, the Operations sector is able to monitor current and emerging trends that influence the achievement of Communication Canada's strategic objectives. Through its outreach and community relations programs, Communication Canada is able to reach out to various segments of the population and inform them about the Government's key priorities, programs and services. The Operations Sector is composed of two branches: Communications; Information Services, Operations and Outreach.

### ◆ Communications Branch

The Communications Branch develops new products and services that respond to Canadians' needs and desires for information about their country and the programs and services available from the Government of Canada. Among the branch's activities are communications planning, advertising and marketing, publishing media relations, coordination of the federal program of fairs and exhibits and public education projects. The Communications Branch works with a variety of government departments to achieve greater coordination of the government's communications activities and to ensure that they are relevant and reflect the realities of Canada's various regions and communities.

### ◆ Information Services, Operations and Outreach Branch

This branch is responsible for following media coverage of current events for Communication Canada and for the Government of Canada. It regularly prepares and distributes calendars of activities related to those issues. The Branch also assists in the coordination of Ministerial tours in Quebec and in the West. It also runs a community relations program that helps improve communications between the government and Canadians. The Branch works with decision makers,

community and opinion leaders, and associations. Through partnerships with these groups, it undertakes citizen-focused activities at national, regional and local levels to promote Government of Canada programs and services to the public. These activities help inform Canadians about the presence and relevance of government across the country and in their local communities.

### Communications Services Sector

This sector is responsible for developing effective means of delivering information; facilitating access to electronic services; collecting and sharing our knowledge; and providing unique communication services to government institutions. The Communications Services Sector is composed of four branches: Strategic Communications; Project Coordination and Advertising Services; Public Access Programs; and Management Services Branch.

### ◆ Strategic Communications Branch

This branch supports Government of Canada communications efforts by linking departmental and government-wide operational activities with communications objectives. It contributes to and/or coordinates communications activities, provides strategic planning and reporting. It promotes communications services to citizens and government clients and manages the Government of Canada Sponsorship Program. It also acts as Central Agency Liaison.

### ◆ Project Coordination and Advertising Services Branch

This branch coordinates interdepartmental projects by providing advice, planning and consultation in support of other departments and central agencies for the promotion of Government of Canada programs. It provides services such as: advertising; audio-visual, multi-media and new media services; and management of the Government of Canada's electronic media monitoring program.

### ◆ Public Access Programs Branch

This branch aims at connecting Canadians to the Government of Canada and operates in collaboration with numerous federal departments and organizations. It provides the primary access point by telephone and Internet for information on programs, services and information products of the Government of Canada. It also manages the following Government of Canada communications channels: 1 800 O-Canada, the Canada Gazette, the Canada Site portal, Canadian Government Publishing, the Depository Services Program, and Publiservice.



## ◆ Management Services Branch

This branch provides administrative and other management services. It provides the Privy Council Office with dedicated on-site communications services and coordinates multi-media production services.

## Corporate Services Branch

This branch is responsible for human resources and administration (pay and benefits, staffing and staff relations, office management, security, and purchasing), finance (corporate budgets and subcontracting), information technology (computer and telecommunications systems, help desk and training) and general activities such as correspondence, records management, processing of Access to Information and Privacy requests and legal services. The Corporate Services Branch is composed of the Corporate Secretariat, Human Resources and Administration, Information Technology and Financial Services and Legal Services.

are retained for three years after the last administrative action has been taken. **TBS Registration:** 004231  
**Bank Number:** CIO PPU 005

## Citizen Information Initiative Mailing List

**Description:** This information bank contains the names, addresses, telephone and fax numbers, and e-mail addresses that respondents provided to Communication Canada on postage-paid reply cards included in Your Guide to Government of Canada Programs and Services. (001-06-99). **Class of Individuals:** The information relates to Canadians who received a copy of the guide in the mail and who indicated that they wished to be kept aware of GOC programs and services. **Purpose:** To create and maintain mailing lists that will enable Communication Canada to keep people aware of GOC programs and services. **Consistent Uses:** None. **Retention and Disposal Standards:** The information will be retained for 2 years. Individuals who wish to have their names removed from the list can obtain it. **TBS Registration:** 004230 **Bank Number:** CIO PPU 010

## Information Holdings

### Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting  
Administration  
Classification of Positions  
Employment and Staffing  
Equipment and Supplies  
Human Resources  
Salaries and Wages

### Personal Information Banks

#### Access to Information and Privacy (ATIP)

**Description:** This bank contains the requests sent by individuals seeking access to information under the Access to Information Act and the Privacy Act, the replies to such requests and information relating to their processing. **Class of Individuals:** General public. **Purpose:** The purpose of this bank is to maintain a record of all requests received under the Access to Information Act and the Privacy Act and to maintain a record of communications with the applicants.

**Consistent Uses:** The bank is used to document the activities involved in the responses to Access and Privacy requests and to provide statistical reports required under the Access to Information and Privacy Acts. **Retention and Disposal Standards:** Records

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Request for further information about Communication Canada may be obtained by contacting:

Communication Canada  
155 Queen Street, 5<sup>th</sup> Floor  
Ottawa, Ontario  
K1P 6L1

Tel.: (613) 992-1692  
Fax: (613) 992-8350

For information on Communication Canada publications and initiatives:

E-mail: [comments@communication.gc.ca](mailto:comments@communication.gc.ca)  
Web Site: [www.communication.gc.ca](http://www.communication.gc.ca)

Access to Information inquiries should be directed to:

ATIP Coordinator  
Communication Canada  
155 Queen Street, 5<sup>th</sup> Floor  
Ottawa, Ontario  
K1P 6L1

### Reading Room

155 Queen Street, 5<sup>th</sup> Floor  
Ottawa, Ontario  
K1A 6L1

# Copyright Board Canada

## Chapter 49

### General Information

#### Background

The Copyright Board was created by a series of amendments to the Copyright Act which were proclaimed on February 1, 1989. It replaced the Copyright Appeal Board which had been responsible since 1935 for approving annual tariffs respecting the public performance of music. Bill C-32 (Act modifying the Copyright Act) which received Royal Assent on April 25, 1997, modifies the mandate of the Board by adding the responsibilities, among others, for the adoption of tariffs for the public performance and communication to the public by telecommunication of sound recordings of musical works, for the benefit of the performers of these works and of the makers of the sound recordings ("the neighbouring rights") and for the adoption of tariffs for private copying of recorded musical works, for the benefit of the rights owners in the works, the recorded performances and the sound recordings ("the home-taping regime").

#### Responsibilities

The Copyright Board is an independent administrative agency which has been conferred department status for purposes of the Financial Administration Act. Its mandate stems from the Copyright Act.

The Copyright Board plays a major role in the collective administration of copyright, particularly where the public performance and the communication to the public, by telecommunication, of musical works, as well as the retransmission of distant radio and television signals are concerned. The Board plays a surveillance role in three ways with respect to collective societies which administer very large repertoires of work created by a multitude of originators both in Canada and in other countries: as an economic regulatory body, by approving tariff proposals by the various copyright collective societies; as an arbitrator in private disputes; and as an arbitrator of the public interest.

The Board's principal mandate is to set royalties which are fair and reasonable for both copyright owners and the users of copyright-protected works, as well as issuing non-exclusive licences authorizing the fully legal use of works when the copyright owner cannot be located.

The Board reports annually to Parliament through the Minister of Industry.

#### Legislation

- Copyright Act, R.S.C. (1985), c. C-42
- Local Signal and Distant Signal Regulations
- Retransmission Royalties Criteria Regulations
- Programming Undertaking Regulations
- Definition of Small Retransmission Systems Regulations
- Definition of "Small Cable Transmission System" Regulations
- Regulations establishing the Period of Royalty Entitlements of Non-members of Collecting Bodies
- Regulations defining "Wireless Transmission System"
- Regulations defining "Advertising Revenues"
- Exceptions for Educational Institutions, Libraries, Archives and Museums Regulations
- Regulations prescribing Networks

#### Organization

The Board consists of a chairman, a vice-chairman and a maximum of three other members, all appointed by the Governor in Council. The Chairman, who must be a judge of a superior, county or district court, directs the work of the Board and apportions its work among the members of the Board. The Vice-Chairman, who is the Chief Executive Officer of the Board, supervises and directs the work of the Board's staff. The Board has a staff of seven employees, three of whom report to the Chief Executive Officer: the Secretary General, the General Counsel and the Researcher-Analyst.

### Information Holdings

#### Program Records

##### Accounts Payable Files

**Description:** These files contain records of payments, and financial details thereof; and account numbers of individuals or firms which supply goods and services.

**Topics:** Suppliers of goods and services to the Copyright Board. **Program Record Number:** CBC SEC 040

##### Copyright Board Records

**Description:** These records contain the documentation related to the processing of a tariff proposal or licence application before the Copyright Board, including all the papers, submissions, evidence and exhibits provided

by the parties and intervenors before, during and after the hearing. Decisions of the Board, the reasons for the decisions, notices of any proceedings before a higher court and decisions of the higher courts; agreements between collective societies and users filed with the Board also form part of the record. **Topics:** Collective societies representing copyright owners. Objections by users of copyrighted works administered by collective societies. Applications for arbitration, when the parties (collective society or user) are unable to agree on the royalties or the related terms and conditions. Applications for non-exclusive licences to use published works, fixed performances, published sound recordings and fixed communication signals when the copyright owner is unlocatable. **Program Record Number:** CBC SEC 035

## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Budgets

Buildings

Classification of Positions

Employment and Staffing

Equipment and Supplies

Furniture and Furnishings

Human Resources

Occupational Health, Safety and Welfare

Official Languages

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

## Personal Information Banks

Applications for Employment

**Description:** This bank contains information on individuals who have submitted an unsolicited application for employment to the Copyright Board. The files contain information that might include applications, résumés, letters of reference and letters acknowledging receipt of the applications. **Class of Individuals:** Individuals interested in securing employment with the Board.

**Purpose:** These records are consulted when employment vacancies arise. **Consistent Uses:** To

be identified. **Retention and Disposal Standards:**

These records are kept for two years and then destroyed. **TBS Registration:** 003001 **Bank Number:** CBC PPU 010

### Copyright Appeal Board Records

**Description:** The record contains the documentation related to the processing of any action before the former Copyright Appeal Board including all the papers, submissions, evidence and exhibits provided by the parties in the action before, during and after the hearing. Decisions of the Board, the reasons for the decisions, notices of proceedings before a higher court and decisions of higher courts also form part of the record. **Class of Individuals:** Users of copyrighted musical works who have filed objections to proposed statements of royalties for the public performance of music, collective societies representing owners of copyright in musical works, which filed proposed statements of royalties before the Copyright Appeal Board. **Purpose:** This bank records the proceedings before the former Copyright Appeal Board. **Consistent Uses:** To be identified. **Retention and Disposal Standards:** These records are retained for an indeterminate period. **TBS Registration:** 003066 **Bank Number:** CBC PPU 020

### Letters of Comment

**Description:** This bank contains the letters of comment the Board receives from the public concerning its decisions. **Class of Individuals:** Individuals and organizations who have addressed letters of comment to the Copyright Board. **Purpose:** These records enable the Board to measure the impact of its decisions. **Consistent Uses:** To be identified. **Retention and Disposal Standards:** Letters are retained for a period of two years and are then destroyed. **TBS Registration:** 003065 **Bank Number:** CBC PPU 015

### Privacy and Access Request Data Bank

**Description:** The bank contains both formal and informal requests sent by individuals seeking access to information pursuant to the Access to Information Act and the Privacy Act, replies to such requests and information relating to their processing. **Class of Individuals:** Individuals who submit requests for information under the Access to Information Act and under the Privacy Act. **Purpose:** These records are used to process access requests, and to prepare the annual report to the Treasury Board Secretariat. **Consistent Uses:** To be identified. **Retention and Disposal Standards:** These records are retained for two years after the last administrative action and are then destroyed. **TBS Registration:** 003000 **Bank Number:** CBC PPU 005



### Professional and Personal Services Contracts

**Description:** This bank contains the contracts entered into, types of services rendered, length of contracts, money expended, the social insurance number of individuals on contract, the actual contracts and supporting documents. **Class of Individuals:**

Individuals hired under personal service contracts by the Department. **Purpose:** The bank is used for accounting, reference and statistical purposes.

**Consistent Uses:** To be identified. **Retention and Disposal Standards:** Files are retained for six years and are then destroyed. **TBS Registration:** 003067  
**Bank Number:** CBC PPU 025

### Reading Room

The Board's library has been designated under the Access to Information Act as a public reading room. The address is:

56 Sparks Street  
Suite 800  
Ottawa, Ontario

## Classes of Personal Information

### Copyright Board Information Distribution

Files are kept on individuals and organizations to whom decisions, publications and other material generated by the Copyright Board are distributed. The specific information filed comprises: name, address, telephone number and official language preference of the individual or organization, and the material that is distributed. The information pertains to individuals who have requested information and to persons involved in the field of copyright designated by the Copyright Board for receipt of decisions, publications and other material generated by the Board. This bank serves for distribution, analytical and statistical purposes. Names and records are stored electronically on permanent distribution lists which are updated as the need arises.

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board and its various activities, programs and publications may be directed to:

Financial Officer and Administrator  
Copyright Board Canada  
56 Sparks Street  
Suite 800  
Ottawa, Ontario  
K1A 0C9

Tel.: (613) 952-8621  
Fax: (613) 952-8630  
E-mail: [secretariat@cb-cda.gc.ca](mailto:secretariat@cb-cda.gc.ca)  
Web Site: [www.cb-cda.gc.ca](http://www.cb-cda.gc.ca)

# Correctional Service of Canada

## Chapter 50

### General Information

#### Background

In 1977, the Correctional Service of Canada (CSC) was formed through the amalgamation of the Canadian Penitentiary Service and the National Parole Service.

#### Responsibilities

Mission: The Correctional Service of Canada, as part of the criminal justice system and respecting the rule of law, contributes to the protection of society by actively encouraging and assisting offenders to become law-abiding citizens, while exercising reasonable, safe, secure and humane control.

The Correctional Service of Canada provides programs for offenders from admission until the expiration of their sentence. In order to carry out its responsibilities, the Correctional Service creates files to hold information on offenders, prisons, organizations and occurrences that affect or may affect it in the carrying out of its mandate. Information must be collected from and shared with numerous sources, such as other components of the criminal justice system, as is explained in the section "General Information on Data Matching/Data Sharing", at the end of this chapter.

#### Legislation

- Corrections and Conditional Release Act, SC 1992, c. C-20
- Criminal Code RSC, 1985, c. C-46
- Criminal Law Amendment Act, 1976
- Criminal Records Act RSC, 1985, c. C-47
- Prisons and Reformatories Act RSC, 1985, c. P-20
- Transfer of Offenders Act, 1977-78, c. T-15
- Young Offenders Act RSC, 1985, c. R-1

#### Organization

##### Communications and Consultation

The Communications and Consultation Sector is responsible for raising Canadians' awareness about correctional issues through public education, and encouraging citizen engagement. The Sector provides communications planning and advice; handles relations with the media; and offers a variety of multimedia

services to its clients, including exhibits, publications, film and video. It is also responsible for promoting citizen engagement through mechanisms such as the Citizens' Advisory Committees.

##### Community Engagement

The Community Engagement Sector promotes positive/creative interaction between the Correctional Service Canada (CSC) and a number of outside communities such as Citizen Advisory Committee (CAC), Federation of Canadian Municipalities, Victims, Volunteers, Families, Lifeline workers, etc. Through meaningful engagement, these communities can enhance the effectiveness of the CSC in protecting society.

##### Corporate Development

The Corporate Development Sector is responsible for strategic and operational planning and reporting, research, policy development, intergovernmental affairs and rights, redress and resolution. Specific responsibilities of this Sector include the legislative agenda (e.g. Correctional and Conditional Release Act and Regulations), federal/provincial projects, international relations, and issues relating to human rights and to the Access to Information and Privacy Acts.

##### Executive Secretariat

The Executive Secretariat is responsible for the daily liaison with the Office of the Solicitor General and for the coordination and preparation of executive correspondence to the Commissioner, the Minister's Office, other Members of Parliament and Legislative Assemblies.

##### Corporate Services

The Corporate Services Sector is responsible for information management and technology, technological and operational support, technical services, facility planning, design and construction program, real property services, departmental security, finance and material management. More specifically, this Sector provides all goods and services (food, clothing and housing), technology, engineering, finance, administration, procurement, information management, maintenance and capital program management services to support correctional facilities and activities.

## Correctional Operations and Programs

The Correctional Operations and Programs Sector is responsible for the integrity of community and institutional operations and correctional programs across the Correctional Service of Canada, and for improving the delivery of safe corrections. More specifically, this Sector is responsible for: aboriginal issues; chaplaincy; health services; offender reintegration and correctional programs (e.g. sex offender, education, substance abuse, living skills and personal development programs); operational support; security and CORCAN.

CORCAN provides employment and training opportunities to offenders incarcerated in federal penitentiaries and, for brief periods of time, after they are released into the community, to facilitate offenders' reintegration into society and re-entry into the labour market.

## Legal Services

This Sector is responsible for providing a variety of in-house legal services to the Commissioner and staff of the Correctional Service of Canada in connection with matters relating to the operations of the Service and provides interpretations of related acts, regulations, policies, directives and guidelines.

## Office of the Commissioner

The Commissioner, as the Senior Executive Officer of the Correctional Service of Canada, is accountable to the Solicitor General of Canada in managing and guiding the policies and programs of the Service.

## Office of the Deputy Commissioner for Women

The Women Offender Sector is responsible for the effective policy and program development, implementation and ongoing program delivery for women offenders sentenced to two years or more.

## Office of the Senior Deputy Commissioner

The Senior Deputy Commissioner supports the Commissioner in the management and direction of the Correctional Service of Canada to achieve the Service's program objectives.

## Performance Assurance

The Performance Assurance Sector is responsible for audits, evaluations, investigations and the management of the accreditation process. It is also responsible for

providing performance measurement tools and advice for the regions and sectors of the Correctional Service of Canada.

## Human Resource Management

The Human Resource Management Sector is responsible for the identification, resolution and implementation of human resources activities and for providing interpretations of related policies, directives and guidelines. Overall this Sector is responsible for Labour Relations, Learning and Career Development, Corporate Classification and Staffing, Recruitment, Awards and Recognition, Employee Assistance Programs, Occupational Safety and Health, Correctional Management Learning Centre, Human Resource Strategic Planning, Personnel Services for National Headquarters and Human Resources systems.

## Regions

Five regional offices, located in the Atlantic, Québec, Ontario, Prairie and Pacific Regions, are responsible for administering the operations of correctional institutions and the supervision of offenders. These offices are responsible for implementing national policies and programs; developing regional policies, plans and programs for performance measurement, human resource and financial management, federal/provincial relations, liaison with the Commissioner's Office, public consultation, and provision of information to the media, elected officials, interest groups and the public.

Each Region is comprised of correctional facilities classified as maximum, medium and minimum security; women's facilities, district offices, parole offices and community correctional centres. These facilities are responsible for the delivery of programs, secure housing and safe reintegration of offenders by implementing both national and regional policies and programs and for participating in the formulation of corporate policy and plans, and ensuring their appropriate implementation.

## Information Holdings

## Program Records

## Communications and Consultation

### Books and Publications

**Description:** Information on the management of books and publications, including their printing, binding, editing, compilation, sale and distribution. **Topics:** Books and publications — printing and binding, editing,



sale and distribution, requests for publications; individual — compilation, printing, distribution; Let's Talk, prison newspapers, Public Affairs Courier, Social Developer, Monday Morning Highlights, Inside/Outside, Telecom, Intercom. **Program Record Number:** CSC CML 015

### Information Services

**Description:** Information on the administration of public affairs and relations. **Topics:** Address, mailing and distribution lists; biographies — media relations, press clippings, press releases, photographs, radio and television broadcasts, slides and films, corpus, administrative index, list of coming events; advertising — newspapers, magazines, periodicals, radio and television; articles, bulletins, guides, newsletters and manuscripts for publication; COMREP, exhibitions and fairs — displays and models; lectures and lecturers — Solicitor General, CSC personnel, officials of other government departments and agencies, Speakers Bureau. **Program Record Number:** CSC CML 010

### Operations

**Description:** Information on the operations of CSC in general. **Topics:** Youth Services crime prevention; relocation of federal female offenders. **Program Record Number:** CSC ERB 130

## Community Engagement

### ◆ Citizen Engagement, Community Initiatives

#### Citizens' Advisory Committee

**Description:** Information on policy formulation, planning, minutes and recommendations of the Citizens' Advisory Committee. **Topics:** Draft CD 216; memberships and appointments; national conference of Citizens' Advisory Committees (CACs) — constitution; minutes, recommendations; progress reports; National Executive Committee of CACs — minutes; newsletters; orientation program for CAC, pamphlet. **Program Record Number:** CSC OPB 285

#### Volunteers

**Description:** Information on the general public and inmates as volunteers. **Topics:** Awareness program; Hamilton volunteer project; insurance; policy development; recognition of volunteers as sponsors in temporary absence and pre-release; Family Visiting Project — accommodation, female offenders, international programs, review board, statistics, steering committee and consultation group, comments from outside organizations; handbook for volunteers, volunteer conference, federal/provincial seminar on volunteers in corrections, Ontario Ministry of Correctional Services volunteer programs. **Program Record Number:** CSC OPB 305

## Corporate Development

### Access to Information and Privacy

**Description:** Records on the implementation of the regulations governing access to the Department's recorded information on the following: policies, procedures, interpretations and regulations relating to the privacy of and access to the Department's recorded personal and administrative information.

**Topics:** Personal Information Index; Access Register; statistics; decentralization; recentralization; reading rooms administration; Privacy Commissioner's enquiries — complaints; preparation for compliance; procedures; collection of information; delegation of authority; disclosure — under paragraph 8(2)(m) of the Privacy Act, exemptions; time limits; language; reading rooms; investigative bodies; review of the Access to Information Act and the Privacy Act. **Program Record Number:** CSC MAB 121

### Rights, Redress and Resolution

**Description:** Information on the management of rights, redress and resolution. **Topics:** Welfare — counselling; inmate organizations; legal affairs — legal aid; ombudsman; inmate rights and responsibilities; administrative boards; United Nations general principles for persons in prisons; inmate affairs — inmate participation in management; inmate committees; grievances — individual grievances, group grievances, reports, Grievance Manual, Inmate Manual. **Program Record Number:** CSC OPB 270

### Research

**Description:** Research, including public opinion research into medical, psychiatric, psychological and socio-behavioral matters, and into matters involving the operation and delivery of correctional programs and services generally, such as, but not limited to, food services, education, employment, social and cultural development and visiting programs. **Topics:** Research Advisory Council; medical; psychiatric; psychological; nursing, etc. **Program Record Number:** CSC ERB 145

## Executive Secretariat

### Correspondence Management

**Description:** Information on policy and procedures in the handling of correspondence. **Topics:** Correspondence management — channels of communication, preparation of Treasury Board submissions and ministerial correspondence; signing authorities other than financial; processing of Commissioner's and Senior Deputy Commissioner's mail; inmate and anonymous correspondence; parliamentary matters — questions asked in the House of Commons, Minister's house book, ministerial enquiries, liaison with Minister, Cabinet submissions, Minister's issues book and Personnel Branch input. **Program Record Number:** CSC CML 005

## Enquiries

**Description:** Enquiries made by members of the public, press or Parliament on the Correctional Service of Canada. **Topics:** Requests to interview officials or offenders; correspondence received on persons thought to be offenders or awaiting transfer to an institution.

**Note:** Access requests for information on persons awaiting transfer to an institution should be made under the Privacy Act. All other access requests for this bank should be made under the Access to Information Act.

**Program Record Number:** CSC CML 020

## Corporate Services

### Accommodation

**Description:** Information on all accommodation aspects correctional facilities. **Topics:** Accommodation — space, planning and requirements, office, staff colleges, inmate housing, armouries, warehouses; recreation and training areas — baseball diamonds, handball and tennis courts, outdoor hockey arenas, shooting ranges, reports and statistics — cell accommodation inventory, departmental accommodation database, accommodation status reports. **Program Record Number:** CSC AIS 050

### Buildings

**Description:** Information on building types and usage. **Topics:** Buildings — floor areas, number and type, use of facilities; alterations and repairs — requisition for services, Public Works Canada; handicap access; damages; maintenance —, preventive maintenance, ; maintenance management. **Program Record Number:** CSC AIS 055

### Buildings – Fire Safety

**Description:** Information on all aspects of fire safety. **Topics:** Fire safety awards program and fire prevention week; fire investigation reports; respiratory protection program; fire protection agreements; fire protection engineering standards; fire tests; automatic sprinklers alarm system; fire loss analysis; Fire Commissioners' inspection reports; Correctional Service of Canada fire inspection reports; Fire Safety Manual. **Program Record Number:** CSC AIS 060

### Construction Projects

**Description:** Information on all aspects of major construction projects. **Topics:** Construction — codes and regulations; contracts — projects, individual contracts, design requests; institutional construction specifications — correctional facilities; programs —, capital projects authorization and implementation system; multi-year construction program. **Program Record Number:** CSC AIS 100

## Departmental Security

**Description:** Information on the provisions of departmental security services. **Topics:** Physical security standards; personnel screening standards; classified and designated information; security and contract management; security and contingency management; provision of a personnel and inmate identification system; threat and risk assessments for buildings and programs; counter-technical intrusion inspection; COMSEC materials. **Program Record Number:** CSC AIS 095

### Electronics and Telecommunications — General

**Description:** Information on the provision of electronics and telecommunications services. **Topics:** Communications — Government Telecommunications issues (GTIS), call code cards, institutional intercom and public address, automated office communications; radio and television — security control radio, inmate radio and television (departmental and personal), two-way radio; telephone — directories, emergency directories, installations and relocations, commercial and departmental telephone system, long distance, intercity direct lines, conference telephone; facsimile and voice mail, inmate telephone systems. **Program Record Number:** CSC AIS 030

### Electronics and Telecommunications — Security

**Description:** Information on the acquisition, installation and operation of security electronics equipment. **Topics:** Integrated Communication and Control System — sub-systems, acceptance test procedures, standard operation procedures (SOP), main communication and control posts (MCCPs); institutional detection and alarm call system — closed-circuit television (CCTV) switching logic, fire-smoke alarm, nurse call system, intrusion detection, motion and fence detection systems; electric-field fencing; personal portable alarm, personal alarm location systems; contraband detection systems including x-ray equipment, metal detectors, drug and alcohol detection equipment; the selection, application and use of concealed person detection equipment; access control and the application of biometric technologies; panic alarm, inmate cell call; technical surveillance — voice and telephone monitoring. **Program Record Number:** CSC AIS 035

### Engineering, Architecture and Properties

**Description:** Information on buildings and properties, accounting and inventories, real property, including acquisition and disposal, and the environmental protection program. **Topics:** Buildings and properties — signage program, heritage buildings and properties, photographs; accounting and inventories — Central Real Property Inventory, site plans; acquisition of real property — leases, expropriation, mobile trailers, proposed new sites; disposal of real property — notification of excess Crown property, report of surplus



lands and buildings; sustainable development program, environmental management program, environmental assessment and review process, clean-up program.

**Program Record Number:** CSC AIS 045

### Equipment

**Description:** Information on the acquisition of equipment. **Topics:** Equipment on loan; photographic and video equipment; farm equipment and machinery; kitchen equipment; laundry equipment; physical education and recreation; audio-visual; fire safety; electronic equipment inventory; security equipment; micrographic equipment products data; health care equipment; drugs and medical devices; inventory of fire fighting equipment; boiler equipment; data processing equipment — computers, computer terminals; maintenance and repairs — office appliances, electronics equipment, electronics maintenance test equipment, preventive maintenance; films, nursing equipment; office appliances — calculating machines, tape recorders, typewriters, photocopying equipment, word processors and testing and evaluating security equipment and systems. **Program Record Number:** CSC MAB 100

### Facilities Planning, Design and Construction

**Description:** Information on the planning, design and construction of correctional facilities. **Topics:** five-year construction program; accommodation standards; accommodation program; chapel; community release centres; female accommodation; health care centres; maximum, medium and minimum security; psychiatric centres; reception centres; special handling units; workshops; construction systems and materials — materials, plumbing, heating, ventilation, water supply, sewage and garbage disposal system and equipment, kitchen planning and equipment, cell design and furnishing; security and control systems — electric locking, manual locking and communication systems, security windows, screens, grills and barriers. **Program Record Number:** CSC AIS 040

### Food Services

**Description:** Information on the supply of foodstuffs and the administration of the Food Services Program. **Topics:** Foods — canned goods, fruits and vegetables, meat, fish and poultry, dairy products (includes milk, butter, cheese and eggs); Food Services Program — ration scale, menu sheets, messing, Christmas bags, religious diets, Food Service Manual, Diet Manual, ration control system, food testing, recipes, approved product list, and other food service related correspondence. **Program Record Number:** CSC AIS 090

### Health Care Equipment

**Description:** Information on the acquisition of health care equipment. **Topics:** Dental, optical, physiotherapy, first aid kits; X-ray facilities and equipment; psychiatric

and health care centres — beds (other than cell, dormitory, and household), X-ray, operating room; drugs and medical devices — narcotics and controlled drugs, inspections by the Health Department; drug formularies; drug utilization reviews; monitored drug distribution systems; patient compliance and counselling; pharmaceutical services. **Program Record Number:** CSC MAB 105

### Heating

**Description:** Information on the provision of heating utilities. **Topics:** Heating fuels — coal, diesel oil, fuel oil; natural gas; propane gas; wood; heating plants — boiler and furnace, monthly performance statements, boiler and pressure vessel inspection, boiler feed water treatment, boiler tune-up retrofit program, buried piping and tunnels, heating plant equipment; heating ventilation and air conditioning — heat distribution system, monitoring and control systems, ventilation, building environment control. **Program Record Number:** CSC AIS 075

### Industries

**Description:** General information on industrial operations. **Topics:** Automation; Industries Operation Manual; privatization; proposals; warehouses. **Program Record Number:** CSC OPB 190

### Information Management Projects

**Description:** Information management/information technology projects, security, computer hardware, software and communications. **Topics:** Project correspondence, minutes, reports, budgets and expenditures, contracts, system documentation, computer hardware, software and communications, EDP security. **Program Record Number:** CSC IMS 010

### Institutional Services

**Description:** Information on the procurement services required by institutions. **Topics:** Clothing — officer clothing, inmate clothing, report on stock of cloth for officers' uniforms; furniture and furnishings — kitchen smallware; cell and dormitory — beds and bedding, lighting fixtures, lockers, chairs, sofas; household — beds and bedding, chesterfields, chairs, sofas; office — filing cabinets and security shells, desks, tables and chairs, drapes and venetian blinds, wall furnishings (pictures, plaques). **Program Record Number:** CSC MAB 110

### Lands

**Description:** Information on the administration of lands. **Topics:** Lands — burial grounds and cemeteries, quarries, trespassing; concessions — easement, rights-of-way, cattle grazing privileges, lease-backs; letting of farmland; development — site grading and levelling, farm land, reforestation; fencing, walls and towers; flood



control; parking areas; roads, streets, sidewalks — snow removal. **Program Record Number:** CSC AIS 065

### **Materiel Management**

**Description:** Information on overall materiel management. **Topics:** Equipment and supplies — agreements and guarantees; accounting and inventories — boards of survey, overages and shortages, stock-taking; electronic equipment inventory; catalogues, manuals, price lists — office equipment and supplies, tool and equipment manual; Technical Services Manual; disposal and surplus — condemnation, transfer of material to other government departments, write-offs; drawings and specifications — buildings; industrial drawings; Canadian General Standards Board;. **Program Record Number:** CSC MAB 095

### **Security Technology**

**Description:** Information on the selection and use of security equipment. **Topics:** Security equipment manual; memorandum of understanding RCMP/CSC for firearms maintenance and repair; restraint equipment; scale of issue; regional and institutional emergency response teams; theft or loss of security equipment; contraband screening — x-ray, metal detectors, narcotics identification kits; weapons — registration of firearms, ammunition, rifles and revolvers, selection and use of chemical agents; personal safety devices and protection equipment, shields; **Program Record Number:** CSC COB 375

### **Procurement**

**Description:** Regulations, instructions and procedures relating to procurement. **Topics:** Procurement — purchasing and requisitioning procedures and methods, Supply and Services Canada customer manual, scale of issue — drugs and medical devices, medical supplies; firearms and chemical agents of new security equipment and systems; tender lists; contracts; local purchase orders; requisitions; standing offer agreements. **Program Record Number:** CSC MAB 115

### **Recorded Information**

**Description:** Records on the development and implementation by Records Management of a plan to organize the Department's recorded information as well as the related procedures, work instruments, and systems; and records on the development and approval of retention and disposal schedules for the Department's recorded information. **Topics:** Records Classification and Scheduling Plan for administrative records, dealing with distribution, improvement writing group, administration generally, buildings and properties, equipment and supplies, finance, personnel, operations in general, programs for offenders, inmate education, training and employment, security, health care and medical services; Offender Records System

— Working Group; personnel records system; records procedures; Parker Plan; retention and disposal schedules; accessions and disposal authorizations — historical records, statistics; personnel records; offender records — pardons. **Program Record Number:** CSC MAB 122

### **Supplies**

**Description:** Information on the purchase of supplies. **Topics:** Badges, emblems, crests, flags; training aids; supplies; returnable containers; building materials — hardware and paint, lumber and plywood, electrical, plumbing and pipefitting; cleaning and personal hygiene supplies — institutional cleaning supplies, inmate hygiene supplies; forms; requisitions; heating and cooking fuels — coal, furnace or stove oil, gas; motor fuels — gasoline, diesel fuel, oil and lubricants, antifreeze; shop supplies — cloth textiles, leather and bindings, hardware and paints, lumber and plywood, metals, welding supplies and chemicals; stationery. **Program Record Number:** CSC MAB 120

### **Technical Services**

**Description:** Information on the management of the environmental program, engineering services, provision of electronic, telecommunication and security equipment, clothing and food services, utilities, vehicles. **Topics:** Security electronics; security equipment; utilities; vehicles; vehicle parking; supplies; recorded information; institutional services; clothing; food services; heating; fire safety. **Program Record Number:** CSC AIS 025

### **Utilities**

**Description:** Information on the provision of utilities. **Topics:** Utilities — refrigeration; conservation of energy — reports, solar energy, wood and waste products (biomass); electric power — electrical distribution system, auxiliary power, generators, flood-lighting; garbage disposal — garbage dumps, incinerators; water and sewage — filtration and water treatment plant, plumbing systems, water mains, sewers and drains; water towers and reservoirs; wells; bacteriological examination of water and milk. **Program Record Number:** CSC AIS 070

### **Vehicle Parking**

**Description:** Information on vehicle parking. **Topics:** Regulations; application; permits. **Program Record Number:** CSC AIS 085

### **Vehicles**

**Description:** Information on the management and provision of government-owned vehicles. **Topics:** Fleet management information system; credit card system; licence registration and insurance; maintenance and repairs; operating standards; recall notices; technical bulletins; Propane Conversion Program; vehicle

entitlement; procurement; use of government vehicles; alternate fuel program; leasing. **Program Record Number:** CSC AIS 080

## Correctional Operations and Programs

### Academic Training

**Description:** Information on schools, university training, extramural courses. **Topics:** Correspondence courses; special education; university degree program; computer-assisted learning; native studies. **Program Record Number:** CSC OPB 170

### Agriculture

**Description:** Information on the operation of CSC institutional farms, the management of animals, cannery operations and storage of fruits and vegetables, slaughter of cattle and the storage and distribution of meat. **Topics:** Agribusiness — enterprise operations — dairy, poultry, beef, pork, grain and forage, field vegetables, greenhouses, trout, abattoirs, processing, storage, transportation; inspection — dairy, eggs, meat and abattoir, horticulture, trout; reports. **Program Record Number:** CSC OPB 155

### Benefits, Incentives and Pay Administration Plan

**Description:** Information on inmate pay, work incentives and the pay administration plan. **Topics:** Incentives; Inmate Employment and Pay Administration Plan — operations, classification and compensation, overtime, Inmate Employment Board reports, Inmate Employment and Pay Administration Manual, monitoring, regional budgets, position placement guidelines, conference calls minutes and agendas, forfeiture of pay for damages; classification and compensation; pay plan system — employment and pay information system, attendance, inmate pay procedures, education and training, pay plan, automated document processing pay plan, inmates on construction projects, hourly pay planning framework, newsletter/staff bulletin, zero pay, enhancement to inmate pay reports; Special Handling Units; post-release — bonding, employment services for ex-offenders, employers of ex-offenders. **Program Record Number:** CSC OPB 220

### Case Management

**Description:** Information on the assessment of inmates and the development of a correctional plan for the offender. **Topics:** Pre-sentence and post-sentence report; police and court information; assessment of inmates — security classification information, cascading of inmates, individual program planning. **Program Record Number:** CSC COB 230

### Chaplaincy

**Description:** Information on spiritual programs and services provided to assist offenders during incarceration and reintegration. **Topics:** Interfaith Committee on Chaplaincy; accommodation of religious needs of diverse faith groups, religious diets; restorative justice, contracting for chaplaincy — services community chaplaincy; circles of support and accountability, Chaplain's Handbook. **Program Record Number:** CSC OPB 265

### Community Relations and Special Projects

**Description:** Information on working relationships with private sector agencies such as the John Howard and Elizabeth Fry societies for services such as parole supervision and residential services. **Topics:** Associations — aftercare services contracts; grants to aftercare agencies. **Program Record Number:** CSC OPB 280

### Community Residential Centres

**Description:** Information on the operational aspects of community correctional centres and community residential centres for parole supervision; includes provincial liaison. **Topics:** Guidelines for community residential centres (CRCs); directory; report on CRC usage; national standards for CRC Task Force; use of Parole Board seal; annual evaluation of CRC and agencies; community assessment and parole supervision — provincial. **Program Record Number:** CSC OPB 290

### Contingency Emergency Plans

**Description:** Information on action to be taken in the event of any emergency causing a disruption of the institutional routine and operational activity. **Topics:** Civilian assistance; military assistance; RCMP assistance; emergency response teams; riots and major disturbances; bomb threats; procedures during labour disputes; Operations Centre, National Headquarters; crisis management development. **Program Record Number:** CSC COB 355

### Contraband and Dangerous Substances

**Description:** Information on the entry into or discovery of unauthorized material in institutions, and the control of dangerous substances within the institution. **Topics:** drugs; **Program Record Number:** CSC COB 360

### Dental Services

**Description:** Information on dental laboratories and dental care provided to offenders. **Topics:** Dental service, dental laboratories. **Program Record Number:** CSC HCB 330



### Discipline, Punishment, Segregation

**Description:** Information on segregation, dissociation and disciplinary measures to be taken in order to maintain institutional routine. **Topics:** Bulletins and publications — foreign jurisdictions; corporal punishment; dissociation; study groups; recording and reporting system; sensory deprivation; use of force; segregation; segregation — monthly administrative review; independent chairpersons — workshops, appointments, resignations, fees; offence and punishment summary reports. **Program Record Number:** CSC COB 365

### Education and Training

**Description:** General information on programs designed to improve the inmates' occupational skills. **Topics:** Academic and vocational training contracts; teachers; educational testing — academic and vocational; development plan; evaluation; calendar of studies; privatization. **Program Record Number:** CSC OPB 165

### Emergency Planning

**Description:** Information on policies and plans for the continuation of the Department's operations in the event of an emergency. **Topics:** Accommodation; national shelter program; nuclear survival; **Program Record Number:** CSC COB 370

### Health and Hygiene

**Description:** Information on general matters pertaining to the cleanliness and physical well-being of inmates. **Topics:** Accident reports — inmate; barbering; bathing; change room; laundry; occupational therapy; hygiene and sanitation. **Program Record Number:** CSC HCB 325

### Hostage Taking

**Description:** Information on the management of hostage-taking situations. **Topics:** Guidelines for the behaviour of hostages; services to families of hostages; statistics. **Program Record Number:** CSC COB 385

### Incidents

**Description:** Information on incidents in institutions. **Topics:** Assaults; contraband; death; fires; major incidents; statistics — summaries, escapes and recaptures — escapes from escort, plans apprehended, attempted murder, attempted suicide, use of force — gas, physical, weapons. **Program Record Number:** CSC COB 405

### Information and Intelligence

**Description:** Information on activities considered to have intelligence significance in the maintenance of good order within the institutions; also intelligence information of benefit to law enforcement and correctional agencies. **Topics:** organized **Program Record Number:** CSC COB 410

### Inmate Employment

**Description:** Information on general matters pertaining to the employment of inmates both within the institution and externally while they are serving a sentence. **Topics:** Work assignment boards — grading; internal employment; external employment; employment proposals; master job inventory; work sector guidelines/work standards; inmate requirement per program; monthly reports on employment of inmates; inmate labour on construction projects; performance measurement indicators; Inmate Employment Branch Manual; employment strategy; Special Handling Unit. **Program Record Number:** CSC OPB 150

### Inmate Population Management

**Description:** Information on procedures for managing the inmate population. **Topics:** Escorting of inmates; transportation of inmates by air; protective custody units; special handling units; weekly reports; dangerous offenders — most dangerous, weekly report, murderers, sex offenders. **Program Record Number:** CSC COB 390

### Institutional Library Service

**Description:** Information on the administration of institutional library services. **Program Record Number:** CSC OPB 180

### Unit Management

**Description:** Information on regulations and implementation of the unit management program. **Topics:** Unit Management model, roles and responsibilities. **Program Record Number:** CSC COB 235

### Marketing

**Description:** Information on the development of markets and products. **Topics:** Marketing; market development — cataloguing of products, development and distribution of literature, after-sales service, non-customer complaints, product promotion — showroom, product coding, promotional aids; product development — product costing, price change requests, drawings and specifications, packaging, safety, identification; Correctional Service of Canada products; furnishings; maintenance equipment; modular housing; Post Office equipment; recreation and sports equipment; services; specialized equipment; storage and packaging of products; aids for the handicapped; container — waste. **Program Record Number:** CSC OPB 195

### Health Services

**Description:** Information on the medical care of inmates. **Topics:** Policy statements on availability of and access to physical and mental health services and programs; including mental health assessments for risk assessment purposes; description of essential and non-essential services; consent to treatment requirements;



disclosure of health information; procedural information on the administration/dispensing/storage of drugs and medical supplies; the management of hunger strikes; the prevention of suicide; objectives and procedures detailed in the Health Services Manual; Health Services Standards; technical protocols; other standards, guidelines and bulletins. **Program Record Number:** CSC HCB 335

### Native Offenders

**Description:** Information on special programs to meet the needs of the native offender. **Topics:** Associations; native offenders — Inuit, placement in camp locations, Burwash Native People's Project, alcohol and drug abuse by natives, Native Crime and Justice Commission; native counselling service — Ontario, Alberta; Native Courtworker Services of Saskatchewan; spirituality; Native Brotherhood. **Program Record Number:** CSC OPB 315

### Operational Security

**Description:** Information on general operational security of the institutions. **Topics:** Inmate count; institutional security requirements for construction projects; supervision of inmate leisure time activities; preservation of evidence at the scene of a crime; shift briefing; duty rosters; post analysis; team concept; security post in health care centres; surveillance of inmates in community hospitals; inmate movement control; use of restraint equipment, situation management model. **Program Record Number:** CSC COB 350

### Operations and Quality Control

**Description:** Information on quality control, quantitative and qualitative performance in the institutions and district offices and application of policy and procedures in the region. **Topics:** Quality control and procedure review — audits, board complaints, concerns and comments, inmate enquiries and issues on case management, community enquiries and issues on case management, warrant control records; quality control checklists; Case Management Manual. **Program Record Number:** CSC COB 255

### Policy and Procedures

**Description:** Information on the development of general policies and procedures. **Topics:** Security Policy Framework. **Program Record Number:** CSC COB 240

### Policy and Procedures — Community Release

**Description:** Information on the development of policies and procedures in preparation for community release. **Topics:** Community Correctional Centre directors' conference; Inmate Manual; community banking; parolee assistance loan fund; deportation; parole — parole offices as releasing institutions, medical

insurance for parolees and ex-inmates; programs — Case Management Manual, Chapter 17. **Program Record Number:** CSC COB 245

### Government Security

**Description:** Information on preventive security. **Topics:** Security in the Public Service; building security — access control, fire and emergency evacuation, locks, locking devices and issuing of keys; protection services, inmates, parolees, staff, damage, loss and recovery, fingerprinting, inmate name tags. **Program Record Number:** CSC COB 400

### Production Program

**Description:** Information on manufacturing, inventory control, quality control and quality assurance of products manufactured by CSC. **Topics:** Production control — inventory of manufactured goods, advance orders, purchase of materials, order forms, manufacturing authorities, notice of shipment; manufacturing program; inspections — inspection plans, in-process inspections, final inspection, customer complaints; guarantees and warranties. **Program Record Number:** CSC OPB 205

### Reintegration Programs

**Description:** Information on national programs designed to encourage and assist the use of pro-social skills and attitudes. Information on nationally available interventions that contribute to offenders' successful reintegration into the community and crime prevention. **Topics:** Living skills programs, sex offender programs, violence prevention programs, substance abuse programs, aboriginal reintegration programs, women offender programs, ethnocultural services, program inventory, program description, program availability, program standards, accreditation case files, program evaluation research, staff training program content, program policy. **Program Record Number:** CSC OPB 295

### Provincial Liaison and Accreditation

**Description:** Information on liaison with provincial governments on accreditation and issue of trades certificates, work placement. **Program Record Number:** CSC OPB 175

### Psychiatric Services

**Description:** Information on psychiatric care of inmates. **Topics:** Certification procedures for admission; sex offender treatment. **Program Record Number:** CSC HCB 340

### Psychological Services

**Description:** Information on psychological programs testing and treatment of inmates. **Topics:** Drug addiction; psychological testing; mentally and behaviourally disordered inmates; dance therapy. **Program Record Number:** CSC HCB 341

## Release

**Description:** Information on case preparation for release and case supervision after release. **Topics:** Absences — temporary, festive season, escorted, unescorted; discharge; parole — release of inmates, community release, temporary detainees, post-release programs — temporary absence, day parole, parole, statutory release, signing authority for warrants; pre-release programs — intensive pre-release project, temporary absence, day parole, parole, statutory release. **Program Record Number:** CSC COB 250

## Reports and Statistics

**Description:** Administrative reports and statistics on industrial operations. **Topics:** Inspection reports — quarterly; progress reports on industrial orders; progress reports on clothing and footwear; reports of industrial capacity; sales reports; program situation report; monthly activity report; late delivery reports; work shortage reports. **Program Record Number:** CSC OPB 210

## Sales

**Description:** Information on the sale of products made by inmates. **Topics:** Marketing sales; product samples; authorized individuals; federal departments and agencies; municipal governments; non-profit organizations; provincial departments and agencies; religious organizations; schools. **Program Record Number:** CSC OPB 200

## Security

**Description:** General information on the security of institutions. **Topics:** Correctional officer field notebook; key control; monthly security briefing; penitentiary officer's handbook; Security Branch issues book; Security Manual; tool control; classification of CSC institutions. **Program Record Number:** CSC COB 345

## Security Policy of the Government of Canada

**Description:** Information necessary to grant Reliability Status or Security Clearances to individuals who require access to designated or classified information and assets in our possession in order that they are safeguarded in an appropriate manner. Also information concerning the administration of the Security Policy as initiated by the Treasury Board Secretariat and applied to the Correctional Service of Canada. **Topics:** Consent to Disclose Personal Information; names, date of birth, place of birth, address, and sex of employees; criminal records, where applicable, background information provided by employees; results of investigations authorized as part of The Security Screening/Reliability Check process; records of the granting of Reliability Status and Security Clearances; security organization and administration standards; physical security

standards; information technology security standards; and Personnel screening standards. **Program Record Number:** CSC IGS 145

## Sentence Administration

**Description:** Documentation of inmates on admission and release, computation of sentences and remission. **Topics:** Admissions — admission of foreign nationals; Sentence Administration Manual; documentation of inmates received from provincial prisons; scar notification; interpretation of sentence; auditing of inmate files; numbering of inmates; fingerprinting and photographing of inmates; expiration of sentence; earned remission; statutory remission; discharge; death — suicides; recidivism; pre-sentence report; post-sentence report. **Program Record Number:** CSC COB 260

## Shops

**Description:** Information on the organization, administration and layout of industrial shops. **Topics:** Shops — wood, paint, metal, textile, automotive, print. **Program Record Number:** CSC OPB 215

## Social and Cultural Development

**Description:** Information on programs designed to enhance the inmate's social, cultural and physical development. **Topics:** Associations; entertainment, hobby craft, movies and television, sports activities, concerts put on by visiting groups; physical education and recreation — exceptional people's olympiad; social development programs. **Program Record Number:** CSC OPB 320

## Surveys and Reviews

**Description:** Information on inadequacies in security operations. **Topics:** Security functional review. **Program Record Number:** CSC COB 380

## Transfers

**Description:** Information on the actual movement of inmates or groups of inmates. **Topics:** transfer to community correctional centres (CCCs) and community residential centres (CRCs); transfer between institutions and regions; transfer to and from provinces; international transfer to and from Canada; international transfers of provincial inmates; institutional monthly flow charts; monthly report on inmate population movement. **Program Record Number:** CSC COB 395

## Visits and Correspondence

**Description:** Information on inmate visitors, the censorship and monitoring of inmate correspondence, reading material, and telephone communication. **Topics:** Censorship; conjugal visits; correspondence and gifts; telephone communication; visiting; screening of visitors. **Program Record Number:** CSC COB 425



## Vocational Training

**Description:** Information on commercial training, manufacturing trades, small business courses.

**Topics:** Commercial courses; apprenticeship and training; pre-employment training; horticultural training; computer technology and data processing; cooking and hospitality occupations; micrographic; word processing; correspondence courses. **Program**

**Record Number:** CSC OPB 185

## Work Opportunities

**Description:** Information on the administration of work opportunities for inmates. **Topics:** Work release, inmate labour on construction projects; joint ventures — projects involving private sector; forestry — tree nursery reforestation; Employment and Immigration Canada economic growth component; firms operated by inmates — maintenance, food services, laundry, stores. **Program Record Number:** CSC OPB 225

## Office of the Deputy Commissioner for Women

### Women Offenders

**Description:** Information related to the management of women offenders. **Topics:** General information related to meetings, policies, planning, data on women offenders; budget and resource information; communications; information with respect to various operational and planning committees; institutional and community programs, services and operations; staff training; staffing; federal women's institutions; provincial institutions that house federal women; the Arbour Inquiry; information relating to CSC links to the Elizabeth Fry Society.

**Program Record Number:** CSC OPB 310

## Performance Assurance

### Audits

**Description:** Information on the internal audit program within the Correctional Service of Canada including management of the audit function. **Topics:** Operational audit reports; annual audit reports; annual and long range internal audit plans; internal audit programs and questionnaires. **Program Record Number:** CSC IGS 125

### Inquiries, Commissions, or Committees Addressing Correctional Issues

**Description:** Records on various correctional issues, originated by Boards of Inquiry, Commissions, or Committees. **Topics:** Canadian Committee on Corrections — Mr. Justice Ouimet; Commission of Inquiry into the Non-medical use of Drugs; Correctional Planning Committee; Doukhobor problems; Fauteux Committee; Joint Committee of the Senate and House of Commons 1965; Justice and Legal Committee of the Senate and House; Provost Commission on the

administration of Justice; inquiry of Joseph E. Nuss into the presentation of live entertainment performances at Archambault Institution and other federal Institutions; Report of The Correctional Investigator on Allegations of Mistreatment of Inmates at Archambault; murders and assaults in the Ontario Region; Pepino Inquiry (Feb. 1988); A Follow Up To The Pepino Inquiry (May 1990); Creating Choices (Task Force on Federally Sentenced Women — April, 1990); Task Force on Aboriginal Peoples In Federal Corrections (1990-91); Report of the Panel Appointed to Review The Temporary Absence Program For Penitentiary Inmates (Pepino Inquiry III — March, 1992); Task Force on Violence In Federal Institutions (1992). **Program Record Number:** CSC IGS 140

## Investigations

**Description:** Records on investigations convened by the Commissioner of Corrections, the Deputy Commissioners of the Regions, or the Heads of Operational Units concerning the administration of the Correctional Service of Canada. The lessons learned and best practices identified during these investigations contribute to achieving our mission. **Topics:** The report resulting from each investigation. This includes: the convening order with terms of reference; the facts pertaining to the situation being investigated, as detailed in a chronology; the issues developed during the investigation; the findings of the board members; and the recommendations made on the basis of these findings. **Program Record Number:** CSC IGS 135

## Personal Information Banks

### Access and Privacy Requests

**Description:** This bank is located at National Headquarters. It contains the information request applications under the Privacy Act and Access to Information Act for records held by the Correctional Service of Canada (CSC), and the replies to such requests and information related to the processing of such requests. The bank holds requests for consultations from other Government Institutions. The bank also holds Requests for Corrections, replies to requests for Corrections and related documents, information on complaints and related information. It is emphasized that when requesting access to this bank, in addition to the other data indicated on the standard Personal Information Request form or on the Access to Information form, individuals must give their full name and DOB; with regard to Privacy requests, offenders and ex-offenders will also give their FPS numbers.

**Class of Individuals:** Individuals who, pursuant to the Privacy Act or Access to Information Act, seek to access information held by the CSC. **Purpose:** To provide background documentation to assist in the resolution of complaints under the Privacy Act and Access to Information Act; also, for research, statistical and evaluation purposes. **Consistent Uses:** The bank



is used for processing access requests and to report on the number of Privacy and Access requests annually. No data matching occurs. The information can also be used for research, statistical and evaluation purposes. **Retention and Disposal Standards:**

Records are held for two years following the last use for administrative purposes; they are then destroyed.

**Related to PR#:** CSC MAB 121 **TBS Registration:** 003907 **Bank Number:** CSC PPU 130

### Admission and Discharge

**Description:** This bank contains admission and discharge records and data on the personal effects of incoming and outgoing offenders. It also encompasses any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. **Class of Individuals:** Individuals who are or have been incarcerated in a federal institution. **Purpose:** To compile an inventory listing of an offender's cell and stored effects, monies and securities, valuables and other important documents.

**Consistent Uses:** This bank assists in the processing of claims against the Crown and in accessing the personal effects of inmates. Data matching occurs with law enforcement agencies and provincial authorities. Details on data matching are found under the heading of "Additional Information". **Retention and Disposal Standards:** Records are retained until the offender attains 70 years of age or five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. **PAC Number:** 96-048 **Related to PR#:** CSC COB 230 **TBS Registration:** 001075 **Bank Number:** CSC PPU 025

**Retention and Disposal Standards:** Records are retained until the offender attains 70 years of age or five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada.

**PAC Number:** 96-048 **Related to PR#:** CSC COB 230 **TBS Registration:** 001075 **Bank Number:** CSC PPU 025

### Case Management – Community Bank

**Description:** Since 1991, as a result of the shift of case preparation from the community to the institutions, the CSC gradually introduced a major change to its case management records system. The existing three-bank case management records system, CSC PPU 035 Case Management – Institution "A", CSC PPU 040 Case Management – Institution "B", CSC PPU 030 Case Management – Community was phased out; as a result of the conversion the CSC has one, single ACTIVE case management bank called "CSC PPU 042 Case Management Bank". (a) ALL the records filed before the conversion on the CSC PPU 030 Case Management Community Bank remain active and are transferred to the new "CSC PPU 042 Case Management Bank", (b) the name CSC PPU 030 Case Management – Community Bank disappears; (c) ALL case management records, be they generated from then on in the institution or in the community, are filed on the one, single case management bank CSC PPU 042 Case Management Bank. Therefore, all the CSC PPU 030 Case Management – Community records that were held on the former CSC PPU 030 Case Management – Community Bank are now all on the

CSC PPU 042 Case Management Bank. In order to access a CSC PPU 030 Case Management Community Bank the requestor merely has to request the CSC PPU 042 Case Management Bank and he will thus get all his former CSC PPU 030 Case Management – Community records. Status of CSC PPU 030 Case Management Community Bank for offenders who were under CSC jurisdiction BEFORE the conversion of the case management records system and who DID NOT return under CSC jurisdiction: The CSC PPU 030 Case Management Community Bank remains inactive. This bank remains accessible under the Privacy Act. Status of CSC PPU 030 Case Management Community Bank for offenders who were under CSC jurisdiction BEFORE the conversion but who came back under CSC jurisdiction AFTER the conversion of the case management records system: The CSC PPU 030 Case Management Community Bank is: (a) retrieved from Archives, (b) the name CSC PPU 030 Case Management Community is deleted, (c) the content of this former CSC PPU 030 Case Management – Community Bank is reactivated and the file is renamed CSC PPU 042 Case Management Bank. From then on, the CSC continues filing ALL case management records on the offender on this one, single, CSC PPU 042 Case Management Bank, be they generated in the community or in the institution." This bank contains records and data on an offender's release programs as well as background information on his/her incarceration. It may contain information provided under expressed or implied confidentiality related to the offender's conduct, such as routine police reports, community investigations and information of a general investigative nature. This bank also encompasses any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. **Class of Individuals:** Individuals who are or have been incarcerated in a federal institution; or individuals who belong (ed) to a provincial jurisdiction but whose case preparation and supervision are (were) effected by the Correctional Service of Canada (Example: provincial offenders serving time in Nova Scotia). **Purpose:** To provide documentation to assist in the decision-making process for parole. **Consistent Uses:** This bank is used in the preparation of penitentiary placement and release. Information may be shared with victims or potential victims of offenders, private after-care agencies, government institutions at all levels including foreign governments for the administration of matters such as transfers, employment, education, corrections, health care and social services; for the purposes of applying the Immigration Act; and for monitoring and/or investigating recipients of social benefits such as educational, social welfare and unemployment insurance benefits allocated by municipal, provincial or federal departments; the information may also be shared with accredited domestic and foreign law-enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of

crime generally. Data matching occurs with law enforcement agencies and provincial authorities. Details on data matching are found under the heading of "Additional Information". **Retention and Disposal Standards:** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. **PAC Number:** 96-048 **Related to PR#:** CSC COB 230 **TBS Registration:** 001076 **Bank Number:** CSC PPU 030

#### **Case Management – Institution "A" Bank**

**Description:** Status of CSC PPU 035 Case Management – Institution "A" Bank: Only those individuals who served time under the jurisdiction of the CSC BEFORE the conversion of the case management records system that was gradually introduced since 1991, can have information on the CSC PPU 035 Case Management – Institution "A" Bank. At the time of the conversion of the case management records system, CSC PPU 035 Case Management – Institution "A" was rendered inactive. The CSC PPU 035 Case Management – Institution "A" Bank remains accessible under the Privacy Act. This bank contains sensitive information on all offenders incarcerated in federal institutions. It may contain information provided under expressed or implied confidentiality related to the offender's conduct, such as routine police reports, community investigations and information of a general investigative nature. This bank also holds any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. **Class of Individuals:** Individuals who are or have been incarcerated in a federal institution.

**Purpose:** To assist in the case management process for the offender. **Consistent Uses:** This bank is used in the decision-making process for determining the type of institution in which an offender should be incarcerated and the type of custody; the type and number of escorts required in cases of temporary absences or transfer; plans and progress in regard to preparation for release. Information may be shared with victims or potential victims of offenders, private after-care agencies, government institutions at all levels including foreign governments for the administration of matters such as transfers, employment, education, corrections, health care and social services; for the purposes of applying the Immigration Act; and for monitoring and/or investigating recipients of social benefits such as educational, social welfare and unemployment insurance benefits allocated by municipal, provincial or federal departments; the information may also be shared with accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. Data matching occurs with law enforcement agencies and provincial authorities. Details on data matching are

found under the heading of "Additional Information".

**Retention and Disposal Standards:** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. **Note:** Since 1991, as a result of the shift of case preparation from the community to the institutions, the CSC gradually introduced a major change to its case management records system. The three-bank case management records system, CSC PPU 035 Case Management – Institution "A", CSC PPU 040 Case Management – Institution "B", CSC PPU 030 Case Management – Community was gradually phased out; since the time of the conversion the CSC has one, single ACTIVE case management bank called "CSC PPU 042 Case Management Bank". **PAC Number:** 96-048 **Related to PR#:** CSC COB 230 **TBS Registration:** 001077 **Bank Number:** CSC PPU 035

#### **Case Management – Institution "B" Bank**

**Description:** Status of CSC PPU 040 Case Management – Institution "B" Bank: Only those individuals who served time under the jurisdiction of the CSC BEFORE the conversion of the case management records system that was gradually introduced since 1991, can have information on the CSC PPU 040 Case Management – Institution "B" Bank. At the time of the conversion of the case management records system, the CSC PPU 040 Case Management – Institution "B" Bank was rendered inactive. The CSC PPU 040 Case Management – Institution "B" Bank remains accessible under the Privacy Act. This bank contains applications submitted by an offender as well as notifications given to an offender on case management and financial matters. It also holds any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. **Class of Individuals:** Individuals who are or have been incarcerated in a federal institution. **Purpose:** To record requests and events of short-term significance, such as escorted temporary absence permit, performance notice, application for transfer (inmate), etc. **Consistent Uses:** This bank is used in the day-to-day management of offenders. Information may also be shared with victims or potential victims of offenders; information may also be shared for the purposes of applying the Immigration Act; and for monitoring and/or investigating recipients of social benefits such as educational, social welfare and unemployment insurance benefits allocated by municipal, provincial or federal departments; the information may also be shared with accredited domestic and foreign law enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. Data matching occurs with law enforcement agencies and provincial authorities. Details on data matching are found under the heading of "Additional Information". **Retention and Disposal Standards:** Records are retained until the offender



reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. **PAC Number:** 96-048 **Related to PR#:** CSC COB 230 **TBS Registration:** 001078 **Bank Number:** CSC PPU 040

### Case Management Bank

**Description:** Since 1991, as a result of the shift of case preparation from the community to the institutions, the CSC gradually introduced a major change to its case management records system. The existing three-bank case management records system, CSC PPU 035 Case Management – Institution “A”, CSC PPU 040 Case Management – Institution “B”, CSC PPU 030 Case Management – Community was phased out; as a result of the conversion the CSC has one, single ACTIVE case management bank called “CSC PPU 042 Case Management Bank”. (a) ALL the records filed before the conversion on the CSC PPU 030 Case Management Community Bank remain active and are transferred to the new “CSC PPU 042 Case Management Bank”, (b) the name CSC PPU 030 Case Management – Community Bank disappears; (c) ALL case management records, be they generated from then on in the institution or in the community, are filed on the one, single case management bank CSC PPU 042 Case Management Bank. Therefore, all the CSC PPU 030 Case Management – Community records that were held on the former CSC PPU 030 Case Management – Community Bank are now all on the CSC PPU 042 Case Management Bank. In order to access a CSC PPU 030 Case Management Community Bank the requestor merely has to request the CSC PPU 042 Case Management Bank and he will thus get all his former CSC PPU 030 Case Management – Community records. Status of CSC PPU 030 Case Management Community Bank for offenders who were under CSC jurisdiction BEFORE the conversion of the case management records system and who DID NOT return under CSC jurisdiction: The CSC PPU 030 Case Management Community Bank remains inactive. This bank remains accessible under the Privacy Act. Status of CSC PPU 030 Case Management Community Bank for offenders who were under CSC jurisdiction BEFORE the conversion but who came back under CSC jurisdiction AFTER the conversion of the case management records system: The CSC PPU 030 Case Management Community Bank is: (a) retrieved from Archives, (b) the name CSC PPU 030 Case Management Community is deleted, (c) the content of this former CSC PPU 030 Case Management – Community Bank is reactivated and the file is renamed CSC PPU 042 Case Management Bank. From then on, the CSC continues filing ALL case management records on the offender on this one, single, CSC PPU 042 Case Management Bank, be they generated in the community or in the institution”. This bank contains records, data and sensitive information on all offenders

under the responsibility of the Correctional Service of Canada, such as release programs, applications submitted by an offender as well as notifications given to an offender on case management and financial matters. It may contain information provided under expressed or implied confidentiality related to the offender's conduct, such as routine police reports, community investigations and information of a general investigative nature. This bank also holds any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. **Class of Individuals:** Individuals who are or have been incarcerated in a federal institution.

**Purpose:** To provide documentation to assist in the case management process for the offender and the decision-making process for parole and to record requests and events of short-term significance, such as escorted temporary absence permit, application for transfer (inmate), etc. **Consistent Uses:** This bank is used in the day-to-day management of offenders and in the decision-making process for determining the type of institution in which an offender should be incarcerated and the type of custody; the type and number of escorts required in cases of temporary absences or transfer; plans and progress in regard to preparation for release. Information may be shared with victims or potential victims of offenders, private after-care agencies, government institutions at all levels including foreign governments for the administration of matters such as transfers, employment, education, corrections, health care and social services; for the purposes of applying the Immigration Act; and for monitoring and/or investigating recipients of social benefits such as educational, social welfare and unemployment insurance benefits allocated by municipal, provincial or federal departments. The information may also be shared with accredited domestic and foreign law-enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. Data matching occurs with law enforcement agencies and provincial authorities. **Retention and Disposal Standards:** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. **PAC Number:** 96-048 **Related to PR#:** CSC COB 230 **TBS Registration:** 003195 **Bank Number:** CSC PPU 042

### Claims

**Description:** This bank contains records on claims by and against the Crown, and debt due to and against the Crown, including the nature of the claim and settlement transactions which may result. **Class of Individuals:** Individuals who are or have been incarcerated in a federal institution. **Purpose:** To document all claims involving the Crown and federal offenders. **Consistent Uses:** This bank is used to



assess the validity of claims and to determine monetary settlements for compensation. **Retention and Disposal Standards:** Records are retained for two years if the claim is under \$1,000, and six years if the claim is over \$1,000. **Note:** In addition to the requirements specified on the Personal Information Request Form, individuals requesting information concerning them in this bank must specify the institution and the approximate date, and any other identifying data that would help to expedite the processing of their request. **PAC Number:** 96-048 **Related to PR#:** CSC IGS 135 **TBS Registration:** 002675 **Bank Number:** CSC PPU 120

### Discipline and Dissociation

**Description:** This bank contains discipline and dissociation records and data on disciplinary measures taken against the offender as a result of breaches of institutional regulations, or irregularities. It also encompasses any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. **Class of Individuals:** Individuals who are or have been incarcerated in a federal institution. **Purpose:** To document disciplinary measures taken against an offender. **Consistent Uses:** To assist in the decision-making process for parole, temporary absence and transfer applications as well as in sentence calculation. Data matching occurs with provincial authorities. Details on data matching are found under the heading of "Additional Information". **Retention and Disposal Standards:** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. **PAC Number:** 96-048 **Related to PR#:** CSC COB 345, 365 **TBS Registration:** 001079 **Bank Number:** CSC PPU 045

### Education and Training

**Description:** This bank contains education and training records and data created while an offender is incarcerated in an institution. It also encompasses any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. **Class of Individuals:** Individuals who are or have been incarcerated in a federal institution. **Purpose:** The purpose of this bank is to document the education and training progress of an offender. **Consistent Uses:** The information is used to monitor an offender's education and training progress. Information may be shared with the private sector, other federal departments/agencies, and provincial, regional and municipal levels of government in areas such as corrections, social services, health, education and employment. Data matching occurs with provincial authorities. Details on data matching are found under the heading of "Additional Information". **Retention and Disposal Standards:** Records are retained until an

offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives. **PAC Number:** 96-048 **Related to PR#:** CSC OPB 165 **TBS Registration:** 001080 **Bank Number:** CSC PPU 050

### Employer Programs

**Description:** This bank contains records on individuals, groups, agencies or firms who are involved in creating work opportunities for offenders, such as joint venture projects, or who wish to obtain goods produced and/or services provided by offenders. **Class of Individuals:** Individuals who are involved in creating work opportunities for offenders. **Purpose:** It is used to manage offender employment programs, to record their expenditures and revenues, to market offender goods and services and to provide statistical and other data about these programs. No data matching occurs. **Retention and Disposal Standards:** Retained for six years. Historical records are transferred to the National Archives of Canada. **Note:** In addition to the requirements specified on the Personal Information Request Form, individuals requesting information concerning them in this bank must provide the approximate dates and the institution or the region where they offered their services, and any other identifying data that may expedite the processing of their request. **PAC Number:** 98-023 **Related to PR#:** CSC OPB 225 **TBS Registration:** 003349 **Bank Number:** CSC PPU 095

### Employment

**Description:** This bank contains records and data on an offender's employment within the institution and the community. It also encompasses any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. **Class of Individuals:** Individuals who are or have been incarcerated in a federal institution. **Purpose:** To evaluate and assess an offender's progress and employability. **Consistent Uses:** To monitor and evaluate employment and pay progress. Information may be shared with the private sector, other federal departments/agencies, provincial, regional and municipal levels of government in areas such as corrections, social services, health, education and employment. Data matching occurs with provincial authorities. Details on data matching are found under the heading of "Additional Information". **Retention and Disposal Standards:** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. **PAC Number:** 96-048 **Related to PR#:** CSC OPB 150 **TBS Registration:** 001081 **Bank Number:** CSC PPU 055

### International Transfers

**Description:** This bank, located at National Headquarters, contains applications for transfer, offender personal data, family data, citizenship data, case histories, offence data, sentence data, warrant(s) of committal and confirmation of judgement. It may also contain other documents specifically required by individual countries. **Class of Individuals:** Canadians who are or have been incarcerated abroad or foreign offenders who are incarcerated in a Canadian federal institution and have requested a transfer to their country of origin. **Purpose:** To provide documentation in order to assist and support the decision-making process for international transfers. **Consistent Uses:** This bank is used to prepare international transfer cases. Information may be shared with the Department of Justice, Department of External Affairs and Employment and Immigration. **Retention and Disposal Standards:** The records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. **PAC Number:** 98-023 **TBS Registration:** 002681 **Bank Number:** CSC PPU 125

### Offender Grievances

**Description:** This bank, at the different levels, contains complaints and grievances presented by offenders; receipt notices and replies by management; testimony by witnesses; legal opinions; investigation and analysis reports; and all correspondence about grievances. **Class of Individuals:** Individual who are or have been incarcerated in a federal institution and who have presented a grievance. **Purpose:** The purpose of this bank is to record information used in the grievance process through all levels. **Consistent Uses:** Information contained in this bank is used exclusively to accommodate and, where possible, resolve grievances through all levels in the grievance process. No data matching occurs. **Retention and Disposal Standards:** Individual case files created at the first and second levels are to be kept two years after settlement then destroyed. Individual case files created at the third level are to be kept five years after settlement then transferred to National Archives for historical purposes. **Note:** Since this bank does not follow the offender during his/her incarceration, in addition to the requirements specified on the Personal Information Request Form, individuals requesting information concerning them in this bank must provide the location where the grievance was filed (Institution, Regional Headquarters or National Headquarters), and any other identifying data that would help to expedite the processing of their request. **PAC Number:** 98-023 **Related to PR#:** CSC OPB 270 **TBS Registration:** 001584 **Bank Number:** CSC PPU 082

### Offender Health Care

**Description:** This bank contains records on an offender's health care within the federal institution and the community; the treatment provided and related information. The records within the bank are segregated into three dockets, namely, medical and surgical, dental, and psychiatric. The dockets contain health care histories, test results and interpretations, X-rays, treatment provided and related information. Information filed on the psychiatric docket includes, although not exclusively, all documentation prepared on an offender to determine if there is a requirement to transfer the subject to a psychiatric treatment centre. **Class of Individuals:** Individuals who are or have been incarcerated in a federal institution. **Purpose:** The bank is used for treatment purposes, and to record and respond to offender health care problems such as illness or injury. **Consistent Uses:** Certain health care records are used for research, evaluation and training purposes, but no decisions directly affecting the individual result from these uses. Information may also be shared with the private sector in the areas of health and social services, and with the public sector in the areas of health and social services, the Employment Accident Compensation Program and corrections. Information contained in this bank may also be shared with members of CSC Boards of Investigations, or health care professionals designated by such Boards, for the purpose of conducting investigations pursuant to the Corrections and Conditional Release Act. Data matching occurs with NPB and provincial authorities. Details on data matching are found under the heading of "Additional Information". **Retention and Disposal Standards:** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. **NOTE:** However, with respect to X-ray films, these records are retained, at the institution of taking, for a minimum of five calendar years. Historical records are transferred to the National Archives of Canada. **PAC Number:** 96-048 **Related to PR#:** CSC HCB 325, 330, 335, 340, 341 **TBS Registration:** 003345 **Bank Number:** CSC PPU 060

### Offender Information

**Description:** This bank, located at National Headquarters, contains administrative records of a general nature and background information on all aspects of an offender's incarceration in a federal institution. It may contain copies of correspondence retained on other offender banks at the institutional level. **Class of Individuals:** Individuals who are or have been incarcerated in a federal institution and have written correspondence to the Minister or the Commissioner. **Purpose:** To provide documentation to assist in the decision-making process for sentence administration, institutional program planning and release on parole. **Consistent Uses:** This bank is used to prepare ministerial correspondence and to assist in



processing claims against the Crown. **Retention and Disposal Standards:** Records are retained for five years after last action is complete. Historical records are transferred to the National Archives of Canada. **PAC Number:** 71-023 **Related to PR#:** CSC HCB 325, 330, 335, 340, 341; CSC OPB 150, 165; CSC COB 230, 260, 345, 365, 400, 425; CSC IAD 270 **TBS Registration:** 002674 **Bank Number:** CSC PPU 115

### Open Competitions

**Description:** This bank contains information on individuals who have responded to an open competition notice posted by the Correctional Service of Canada. The information includes requests to staff a position, all information regarding the position, all advertising data, all applications and interview data on applicants, screening and selection board reports, offers of appointment and appointment documents. **Class of Individuals:** Individuals who have responded to an open competition notice posted by Correctional Service Canada. **Purpose:** It is used to staff positions through open competitions on referral from applicant inventory, and for statistical studies. **Consistent Uses:** Data matching occurs with previous employers (federal, provincial and private) and law enforcement agencies. Details on data matching are found under the heading of "Additional Information". **Retention and Disposal Standards:** Records are disposed of two years after the date of selection of applicant by the competition board. Historical records are transferred to the National Archives of Canada. **Note:** In addition to the requirements specified on the Personal Information Request Form, individuals requesting information concerning them in this bank must specify the competition number the approximate date and location, and any other identifying data that would help to expedite the processing of their request. **PAC Number:** 98-005 **TBS Registration:** 003350 **Bank Number:** CSC PPU 100

### Pardons

**Description:** When an offender is granted a pardon under the Criminal Records Act, all personal information banks pertaining to that individual are segregated from the regular records holdings and are not disclosed for any purpose unless the pardon is revoked and the records are returned to the regular records holdings. **Class of Individuals:** Individuals who have been incarcerated in a federal institution or supervised by a federal parole office and have been granted a pardon. **Purpose:** The purpose of this bank is to store and protect records of pardons granted under the Criminal Records Act. **Consistent Uses:** These records cannot be used for any purpose. No data matching occurs. **Retention and Disposal Standards:** The records are normally retained until the offender reaches 80 years of age. Historical records are transferred to the National Archives of Canada. **Note:** In addition to the requirements specified on the Personal Information

Request Form, individuals requesting information concerning them in this bank must provide the approximate date, a copy of their pardon certificate, and any other identifying data that would help to expedite the processing of their request. **Related to PR#:** CSC HCB 325, 330, 335, 340, 341; CSC OPB 150, 165; CSC COB 230, 260, 345, 365, 400, 425; CSC IAD 270 **TBS Registration:** 002121 **Bank Number:** CSC PPU 110

### Personal Information Disclosed to Federal Investigative Bodies

**Description:** In accordance with subsection 8(4) of the Privacy Act, this bank, located at National Headquarters, has been established to retain copies of requests received from, and replies to such requests with related details, to authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation. **Class of Individuals:** Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act from federal investigative bodies for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation. **Purpose:** The purpose of this bank is to permit the Privacy Commissioner to review disclosures, and the number thereof, that are made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province or for carrying out a lawful investigation. **Consistent Uses:** Information contained in this bank may be shared with federal investigative bodies such as, but not exclusively, the RCMP, the Intelligence Division of the Department of National Revenue (Customs and Excise), the Security Section of the Passport Office in the Department of External Affairs, etc. No data matching occurs. **Retention and Disposal Standards:** Records are retained for two years after completion of the request. **Related to PR#:** CSC CML 020 **TBS Registration:** 001582 **Bank Number:** CSC PPU 089

### Personal Services Contracts

**Description:** This bank contains records on individuals who have entered into a personal service contract with Correctional Service of Canada. It includes the duties, length of service, remuneration and any other approved terms and conditions deemed necessary. **Class of Individuals:** Individuals who have entered into a personal service contract with Correctional Service of Canada. **Purpose:** To compile all relevant information regarding personal service contracts. It is used to monitor and evaluate performance and to verify entitlements. **Consistent Uses:** Data matching occurs with previous employers (federal, provincial and private) and law enforcement agencies. Details on data matching are found under the heading of "Additional Information". **Retention and Disposal Standards:**



Records are disposed of six fiscal years after completion of the contract. Historical records are transferred to the National Archives of Canada. **Note:** In addition to the requirements specified on the Personal Information Request Form, individuals requesting information concerning them in this bank must specify the number of the contract of interest to them, and any other identifying data that would help to expedite the processing of their request. **PAC Number:** 98-005 **TBS Registration:** 003351 **Bank Number:** CSC PPU 105

### Preventive Security Records

**Description:** This bank contains records, such as incident reports, police intelligence reports, criminal profiles, modus operandi and any other data related to incidents. **Class of Individuals:** Individuals who provided information or are involved or implicated in incidents. **Purpose:** To prevent, reduce and control various incidents. These records are also used to assist in the classification, transfer and special handling of dangerous offenders. **Consistent Uses:** The information may also be shared with accredited domestic agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. **Retention and Disposal Standards:** The records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. **PAC Number:** 96-048 **Related to PR#:** CSC COB 345, 400 **TBS Registration:** 002685 **Bank Number:** CSC PPU 065

### Psychiatric Treatment Centres

**Description:** This bank contains psychiatric records and some medical information pertaining to offenders treated in psychiatric treatment centres. The federal psychiatric treatment centres are: the Regional Treatment Centre at Dorchester Penitentiary (Atlantic Region), the Mental Health Regional Unit at Archambault Institution (Quebec Region), the Regional Treatment Centre (Ontario Region), the Regional Psychiatric Centre (Prairie Region), and the Regional Psychiatric Centre (Pacific Region). **Class of Individuals:** Individuals who are, or have been, incarcerated in a federal psychiatric treatment centre. **Purpose:** This bank is used for treatment purposes and to record offenders' mental health problems. **Consistent Uses:** The information recorded in this bank can be used for the transference of the offender to a provincial psychiatric treatment centre after the last warrant expiry date. Information may also be shared with the private sector, and with the public sector in the areas of health, social services and corrections. Information contained in this bank may also be shared with members of CSC Boards of Investigations, or health care professionals designated by such Boards, for the purpose of conducting investigations pursuant to the Corrections and Conditional Release Act. Data matching occurs

with NPB, law enforcement agencies and provincial authorities. Details on data matching are found under the heading of "Additional Information". **Retention and Disposal Standards:** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. **Note:** Since this bank does not follow the offender during his/her incarceration, in addition to the requirements specified on the Personal Information Request Form, individuals requesting information concerning them in this bank must specify the federal psychiatric facility where the treatment was administered, and any other identifying data that would help to expedite the processing of their request. **PAC Number:** 96-048 **Related to PR#:** CSC HCB 340 **TBS Registration:** 001585 **Bank Number:** CSC PPU 061

### Psychology

**Description:** This bank contains psychological records and data such as psychological assessments, test results, and correspondence related to the offender's treatment. **Class of Individuals:** Individuals who are or have been incarcerated in a federal institution. **Purpose:** To provide a psychological profile of an offender and to determine any treatment required. **Consistent Uses:** The bank assists in individual program planning, classification of an offender and transfers; and allows the monitoring of psychological treatment received. Information may be shared with the private sector, other federal departments and other levels of government in the areas of corrections and social services, health care, education and employment. Information contained in this bank may also be shared with members of CSC Boards of Investigations, or health care professionals designated by such Boards, for the purpose of conducting investigations pursuant to the Corrections and Conditional Release Act. Data matching occurs with law enforcement agencies and provincial authorities. Details on data matching are found under the heading of "Additional Information". **Retention and Disposal Standards:** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. **PAC Number:** 96-048 **Related to PR#:** CSC HCB 341 **TBS Registration:** 001082 **Bank Number:** CSC PPU 070

### Sentence Administration

**Description:** This bank contains records and data related to the administration of an offender's sentence such as records of earned remission, sentence computation and transfer warrant. It also encompasses any operational information in this area that may be required by the CSC to carry out its mandate under the relevant statutes. **Class of Individuals:** Individuals who are or have been incarcerated in a federal institution.

**Purpose:** To ensure that policies and procedures on the administration of the offender's sentence are followed. **Consistent Uses:** To control the administration and legal documents pertaining to an offender's incarceration. Information may be shared with victims or potential victims of offenders, private after-care agencies, government institutions at all levels including foreign governments for the administration of matters such as transfers, employment, education, corrections, health care and social services; for the purposes of applying the Immigration Act; and for monitoring and/or investigating recipients of social benefits such as educational, social welfare and unemployment insurance benefits allocated by municipal, provincial or federal departments; the information may also be shared with accredited domestic and foreign law-enforcement and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. Data matching occurs with law enforcement agencies and provincial authorities. Details on data matching are found under the heading of "Additional Information". **Retention and Disposal Standards:** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. **PAC Number:** 96-048 **Related to PR#:** CSC COB 260 **TBS Registration:** 001083 **Bank Number:** CSC PPU 075

### Visits and Correspondence

**Description:** This bank contains records and data on an offender's visits and correspondence, such as applications for participation in visiting programs, declaration of common-law union, and listing of visitors. **Class of Individuals:** Individuals who are or have been incarcerated in a federal institution and individuals who have visited or corresponded with them. **Purpose:** To administer the offender's visits and correspondence privileges. **Consistent Uses:** To control the entrance of visitors or contraband into an institution. Information may be shared with victims or potential victims of offenders, private after-care agencies, other government institutions at all levels including foreign governments for the administration of matters such as transfers, employment, education, corrections, health care and social services; the information may also be shared with accredited domestic and foreign law-enforcement and investigative agencies, the NPB and provincial authorities in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. **Retention and Disposal Standards:** Records are retained until the offender reaches 70 years of age or until five years after the last warrant expiry date, whichever is longest. Historical records are transferred to the National Archives of Canada. **Note:** In addition to the

requirements specified on the Personal Information Request Form, individuals requesting information concerning them in this bank must include the name, FPS number and place of incarceration of the inmate whom they wish to visit or correspond with, and any other identifying data that would help to expedite the processing of their request. **PAC Number:** 96-048 **Related to PR#:** CSC COB 425 **TBS Registration:** 001084 **Bank Number:** CSC PPU 080

### Volunteers

**Description:** This bank contains records of individuals offering their services on a voluntary basis. Information includes addresses, telephone numbers, biographies, resumes, and security clearances. **Class of Individuals:** Individuals (excluding offenders) who are, or have been, volunteers. **Purpose:** It is used to maintain an inventory of volunteers, and to monitor and control volunteers' activities and achievements. No data matching occurs. **Retention and Disposal Standards:** Retained for ten years. Historical records are transferred to the National Archives of Canada. **Note:** In addition to the requirements specified on the Personal Information Request Form, individuals requesting personal information contained in this bank must provide the approximate dates and the institution where they worked as volunteers, and any other identifying data that may expedite the processing of their request. **PAC Number:** 98-023 **Related to PR#:** CSC OPB 305 **TBS Registration:** 003348 **Bank Number:** CSC PPU 090

## Classes of Personal Information

### Administrative Inquiries

This group is a class of records on incidents involving offenders, staff or members of the public regarding injury sustained while on institutional property, damage or loss of personal property or departmental property and other unusual incidents such as fires which might result in a claim against the Crown. Individuals seeking access to these records must provide the location and the approximate date the inquiries were held. This class of records is used to process claims for and against the Crown, to establish the nature and length of disabilities and to determine the need for establishing or revising internal operating procedures. Records are retained for twenty-five years. Historical records are transferred to the National Archives of Canada.

### Appreciation, Complaints, Inquiries

This group is a class of records generated by members of the public, or staff such as: letters of appreciation, complaints and general inquiries. The data contained in this class of records is only used for an administrative purpose in cases where a complaint or inquiry is acted upon. Individuals seeking access to these records must provide the approximate date that the letter of



appreciation, complaint or inquiry was initiated. These records are retained for two years. Historical records are transferred to the National Archives of Canada.

### **Complaints and Criticisms**

This group is a class of records on complaints or criticisms received from staff regarding conditions of employment, including those from the Human Rights Commission and the Anti-discrimination Branch of the Public Service Commission. Individuals seeking access to these records must provide the approximate date the complaint or criticism was lodged. This class of records is used to record information dealing with complaints or criticisms involving staff and to make specific decisions to resolve the matter. Records are retained for three years.

### **Correctional Investigator Inquiries Records**

This group is a class of records on inquiries initiated by the Correctional Investigator. This class of records is used to analyze and make action recommendations resulting from these inquiries conducted by the Correctional Investigator. These records are retained for twenty-five years. Historical records are transferred to the National Archives of Canada. Data matching occurs with the correctional investigator.

### **Disciplinary Court Hearings**

This group is a class of records on disciplinary court hearings. For each session of disciplinary court, audio recordings are made which contain the transcripts of the hearings on offenders who have been charged while incarcerated in an institution. This class of records is used to make decisions on the discipline of offenders resulting from the disciplinary court and during the grievance process. Individuals seeking access to these records must provide the name of the institution in which they were charged and the date of the disciplinary hearing. It should be noted, however, that the offender may obtain records by sending a written request directly to the warden of the institution where the disciplinary hearing occurred. These records are retained for two years following the suspension of all actions relating to the disciplinary hearing. No data matching occurs.

### **Information Services – Inquiries**

This group is a class of records on miscellaneous inquiries received from the public, outside organizations and other government departments on services performed by the Department. This class of records is used to respond to requests to interview employees and offenders from external sources such as the media and provincial organizations. Individuals seeking access to these records must provide the approximate date that the inquiry was initiated. These records are retained for two years. Historical records are transferred to the National Archives of Canada.

### **Institutional Security Threats**

This group is a class of records on national and international groups, organizations and criminals. This class of records is used to provide background information on threats to institutional security and to provide reports on all security investigations to aid in preventing recurrences. Individuals seeking access to these records must provide the location and approximate date of the threat or investigation. These records are retained for ten years. Historical records are transferred to the National Archives of Canada. Data matching occurs with NPB, law enforcement agencies and provincial authorities.

### **Ministerial Inquiries**

This group is a class of records on inquiries received from the public, outside organizations and other government departments on parliamentary matters and material agendas and decisions of Cabinet. This class of records is used to prepare ministerial correspondence resulting from these inquiries. Individuals seeking access to these records must provide the subject matter, and approximate date the inquiry was initiated. Records are retained for five years. Historical records are transferred to the National Archives of Canada.

### **Research/Public Opinion Research**

This is a class of records generated by research subjects, offenders or staff who participate in research, including public opinion research, on a vast spectrum of topics, conducted in the Correctional Service of Canada. Retrievable records consist of data gathering instruments such as, but not exclusively, questionnaires containing personal information that reveals the identification of the research subject. Data contained in this class of records are not used for administrative purposes. Individuals seeking access to these records must provide the title of the research project in which they participated, the location and date of the research, and any other data that may help to identify and locate the personal information they are seeking. No data matching occurs.

### **Security Inquiries**

This group is a class of records on serious security incidents. For each incident, the report includes the inquiry terms of reference, facts gathered and recommendations. This class of records also encompasses police reports and intelligence assessments and is used to provide documentation to prevent recurrences of security incidents. Individuals seeking access to these records must provide the type of incident, the location and approximate date of the incident. These records are retained for twenty-five years. Historical records are transferred to the National Archives of Canada. Data matching occurs with NPB, law enforcement agencies and provincial authorities.



### Special Investigations

This group is a class of records on special investigations performed by the Audit and Investigations Sector on a wide variety of operational matters. The reports of the investigations include the terms of reference, facts gathered and recommendations. This class of records is used to resolve incidents involving offenders or employees and to correct, where required, methods of operation and internal procedures. Individuals seeking access to these records must provide the investigation, the location and approximate date it was initiated. Records are retained for twenty-five years. Historical records are transferred to the National Archives of Canada.

## Manuals

- Case Management Manual
- Corcan Code Book
- CSC Directives
- CSC Guidelines
- Forms Catalogue
- Grievance Manual
- Inmate Pay Manual
- Medical and Health Care Services Manual
- Records Classification and Scheduling Plan
- Records Management Manual
- Sentence Administration Manual

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

### Data Matching – Data Sharing

Within the mandate of the Correctional Service of Canada (CSC) is the requirement to share data with other areas of the Criminal Justice Community, to ensure that offenders are appropriately managed in a safe, secure and humane environment, and to ensure the safety of the offender, other inmates, staff and the community at large. Also, in order to accomplish its mandate the Service needs the information provided by other agencies and therefore matching/sharing is conducted.

### Data Matching/Data Sharing with Law Enforcement Agencies (municipal, provincial, international, federal police forces or another law enforcement body)

Following an offender's sentence to a federal institution, the CSC requests the criminal record (history information) from the Royal Canadian Mounted Police (RCMP). This information is used to assess the impact of the offender's criminal behaviour and to alert staff who will deal with the offender. CSC also requests a police report from the arresting and/or investigating law enforcement body in order to have a full understanding of the events surrounding the offence.

Following a sentence to a federal institution in the case of foreign nationals, the CSC must also request from the Inland Service (Immigration) that they provide it with information that is relevant to the administration of the offender's sentence and to the case management process.

When an offender is released to the community, there is a requirement to notify the RCMP and/or the local police force, and, when necessary, the Inland Service (Immigration), of the offender's address and the terms and conditions of the release. If an offender violates conditions of release, or is considered to be a risk, CSC will issue a warrant for the apprehension of the offender. The warrant is transmitted to the local police and the data is entered into the Canadian Police Information Centre (CPIC) system. The police is requested to locate and apprehend the offender.

### Data Matching/Data Sharing with the National Parole Board

CSC data is shared with the National Parole Board (NPB). With the current renewal of the OMS by both CSC and NPB, seamless data/information sharing continues to occur and be a priority for both organizations.

While it is CSC's responsibility to manage the offenders for the duration of their sentence, it is the NPB's responsibility to assess the offenders' progress during incarceration, their risk to society, and their potential for successful reintegration into the community as law-abiding citizens. CSC information is shared with NPB pertaining to all aspects related to an offender prior to and during incarceration. Once NPB has assessed the information, and through a hearing process, makes their decision, CSC is notified. If the NPB makes a decision to conditionally release an offender, it is CSC staff who are responsible for the supervision and control of the offender in the community and keeping NPB informed of the offender's progress.

### **Data Matching/Data Sharing with Provincial Authorities**

An offender, who is sentenced to a period of incarceration of two years or more, will serve this sentence under the jurisdiction of CSC. Offenders sentenced to less than two years will serve their sentence under a provincial jurisdiction. However, CSC is doing the case preparation and supervision for some provinces that do not have a parole board.

Often an offender will have a history of provincial incarceration, further, prior to sentencing the offender could be held in a provincial institution or a remand centre. Information collected during any period of incarceration is deemed significant and sometimes crucial to the successful management of that offender. It is for these reasons that information is routinely shared between CSC and provincial authorities, which include also the boards of education and hospitals.

Information is also requested from the sentencing judge and could also be requested from the crown attorney, from provincial parole and probation services. CSC uses this information in the management of the offender and decision-making process.

### **Method of Data Matching/Data Sharing**

In the preceding descriptions of CSC data matching/sharing, every effort is taken to ensure that the data matched/shared concerns the same individual. In order to validate that the different agencies are dealing with the same individual, a number of personal identifiers are matched. These include: name, sex, date of birth, finger print series number (FPS) and in some cases physical features.

CSC may conduct or assist others in conducting ad hoc data matching/sharing for the purpose of the enforcement of any law (i.e. Criminal Code).

### **Atlantic Region**

Correctional Service of Canada  
1045 Main Street, 2<sup>nd</sup> Floor  
Moncton, New Brunswick  
E1C 1H1

### **National Headquarters**

Communications and Consultation Sector  
Correctional Service of Canada  
340 Laurier Avenue West  
Ottawa, Ontario  
K1A 0P9

Tel.: (613) 992-8421

### **Ontario Region**

Correctional Service of Canada  
440 King Street West  
P.O. Box 1174  
Kingston, Ontario  
K7L 4Y8

### **Pacific Region**

Correctional Service of Canada  
32560 Simon Avenue  
P.O. Box 4500  
Abbotsford, British Columbia  
V2T 5L7

### **Prairie Region**

Correctional Service of Canada  
2313 Hanselman Place  
P.O. Box 9223  
Saskatoon, Saskatchewan  
S7K 3X5

### **Québec Region**

Correctional Service of Canada  
3 Place Laval, 2<sup>nd</sup> Floor  
Laval, Quebec  
H7N 1A2

## **Reading Room**

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

340 Laurier Avenue West  
Ottawa, Ontario.

Reading rooms are also available at each of the regional headquarters mentioned above.

# Defence Construction Canada

## Chapter 51

### General Information

#### Background

Defence Construction (1951) Limited is a Crown corporation as defined in Part X of the Financial Administration Act and as listed in Schedule III, Part 1 of that Act. The company is the contracting and supervisory agent for the major military construction and maintenance projects required by the Department of National Defence. Under the Federal Identity Program, the company is also known as Defence Construction Canada. It reports to Parliament through the Minister of Public Works and Government Services.

#### Responsibilities

Defence Construction Canada provides architectural and engineering consultant contracting and contract administration services, as well as project management support, and contracting and contract management for both the construction and environmental remediation programs of the Department of National Defence.

#### Legislation

- Defence Production Act

#### Organization

##### Office of the President

The overall operations of the corporation are directed by the President.

##### ♦ Corporate Services Division

This division is managed by the Director, Corporate Services, who is also Secretary Treasurer and an officer of the Company. The Division is responsible for all internal support functions, including finance and accounting, information services, administrative services and human resources.

##### ♦ Operations Division

This Division is headed by a Vice-President/Chief Engineer who is also an officer of the Company. The Operations Division oversees all construction contract management, the activity which makes up the Company's main business, as well as all project management support. The Division includes a service delivery unit at Head Office, three regional offices and

site offices at every active Canadian Forces establishment across the country. The Division's function spans activities from contract award through the end of the warranty period.

##### ♦ Contract Services Division

This Division is managed by the Director of Contract Services. It oversees all contracting activities, whether consultant, construction or environmental. The Division is also responsible for carrying out all contracting for the Canadian Forces Housing Agency.

### Information Holdings

#### Program Records

##### Administration of Construction and Maintenance Contracts

**Description:** Information on contracts for construction and maintenance. **Topics:** Request for contract from National Defence; tender forms and associated documents; contracts; change orders; progress claims; correspondence; shop drawing approvals; equivalent product certificates; completion and final payment forms. **Access:** Files arranged by location and type of project (construction or repairs and maintenance).

**Program Record Number:** DCC OPR 005

##### Consultant Contracts

**Description:** Information on consultant contracts.

**Topics:** Request for contract from National Defence; correspondence on contract negotiations; contracts; change orders; progress claims. **Program Record**

**Number:** DCC OPR 010

#### Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

##### Accounts and Accounting

##### Administration

##### Budgets

##### Human Resources

##### Finance

##### Furniture and Furnishings

##### Official Languages



## Personal Information Banks

### Construction and Maintenance Contracts

**Description:** This bank contains records and data relating to the administration of each contract. The data includes requests for contracts from the Department of National Defence, tender forms and associated documents, contracts, change orders, progress claims, correspondence, shop drawing approvals, substantial and final completion forms. **Class of Individuals:** Construction companies who have been awarded a construction or maintenance contract. **Purpose:** This bank is used as a reference so that all transactions between the contractor and Defence Construction (1951) Limited are carried out in accordance with the terms of the contract. **Consistent Uses:** The information is to be used for the purpose outlined in the Purpose of the bank. No matching activities are applicable. Information may be disclosed with adequate proof of identification and/or authority. **Retention and Disposal Standards:** Inactive records are retained for seven years and are kept at a regional federal records centre. The federal records centre retains, maintains and disposes of these records. **TBS Registration:** 003786 **Bank Number:** DCC PPU 005

### Consultant Contract Records

**Description:** This bank contains records and data relating to the administration of each contract. The data includes requests for contracts from the Department of National Defence, correspondence on contract negotiations, contracts, change orders, progress claims and other correspondence. **Class of Individuals:** Consulting companies who have been awarded a contract. **Purpose:** This bank is used as a reference so that all transactions between the consultant and Defence Construction (1951) Limited are carried out in accordance with the terms of the contract. **Consistent Uses:** The information is to be used for the purpose outlined in the Purpose of the bank. No matching activities are applicable. Information may be disclosed with adequate proof of identification and/or authority. **Retention and Disposal Standards:** Inactive records are retained for seven years and are kept at a regional federal records centre. The federal records centre retains, maintains and disposes of these records. **TBS Registration:** 003785 **Bank Number:** DCC PPU 010

## Classes of Personal Information

In the course of conducting the programs and activities of Defence Construction Canada, personal information may be acquired which is not held in any specific information bank. Rather, it exists in fragmented form throughout other records. This information is retrievable only if specifics are provided concerning the subject matter and related functional activity of the Corporation. This information is retained for the same period of time

as the related subject information and is disposed of according to the appropriate record schedules.

## Manuals

- Change Management Process Manual
- Project Start-Up
- Construction Phase Services Management Process
- Cost Breakdown and Progress Claim Process
- Quality Assurance Process
- Shop Drawing Submission Process
- Financial Status reporting Process
- Defects and Deficiency Process
- Project Scheduling
- Defence Construction Canada Human Resources Policy and Administration Manual

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Further information about Defence Construction Canada and its programs may be obtained from:

### Head Office

Defence Construction Canada  
Place de Ville, Tower B  
17<sup>th</sup> Floor, 112 Kent Street  
Ottawa, Ontario  
K1A 0K3  
Tel.: (613) 998-9548

### Atlantic Regional Office

Defence Construction Canada  
3 Spectacle Lake Drive  
Suite 230  
Dartmouth, Nova Scotia  
B3B 1W8  
Tel.: (902) 426-8340

### Central Regional Office

Defence Construction Canada  
Howard Maitland Building  
780 Midpark Drive  
Suite 205  
Kingston, Ontario  
K7M 7P6  
Tel.: (613) 384-1256

**Western Regional Office**

Defence Construction Canada  
12222 137<sup>th</sup> Street  
Unit 206  
Edmonton, Alberta  
T5L 4X5  
Tel.: (403) 495-2555

**Reading Room**

In accordance with the Access to Information Act,  
an area on the premises of this institution has been  
designated as a public reading room. The address is:

Administrative Services Section  
112 Kent Street, 17<sup>th</sup> Floor  
Room 1744  
Ottawa, Ontario

# Department of Finance Canada

## Chapter 52

### General Information

### Background

The Department of Finance is established under the Financial Administration Act. The relevant portions are sections 14 and 15:

- 14. "There is hereby established a department of the Government of Canada called the Department of Finance over which the Minister of Finance appointed by commission under the Great Seal shall preside.
- 15. The Minister holds office during pleasure and has the management and direction of the Department, the management of the Consolidated Revenue Fund and the supervision, control and direction of all matters relating to the financial affairs of Canada not by law assigned to the Treasury Board or to any other minister."

### Responsibilities

The Department is responsible for advice to the federal government on the economic and financial affairs of Canada. It oversees all government initiatives affecting the economy and monitors external factors that may have a bearing on domestic economic performance. The Department's most visible output is the federal budget. The Minister of Finance's budget speech reviews the government's accounts and presents fiscal projections for the coming years, including expenditures, revenues, tax changes and debt levels. In addition, the Minister is responsible for the management of the Consolidated Revenue Fund.

In addition to this broad assignment of responsibility, and his key role as a central policy advisor, the Minister is responsible to Parliament for the following statutes:

#### Statutes of Major Importance

- Bank Act
- Bank of Canada Act
- Bills of Exchange Act (with the exception of Part IV)
- Bretton Woods and Related Agreements Act
- Canada Deposit Insurance Corporation Act
- Canada Pension Plan, ss. 109 to 113 & 115
- Canada Pension Plan Investment Board Act
- Canadian International Trade Tribunal Act

- Canadian Payments Association Act
- Co-operative Credit Associations Act
- Currency Act, Part II
- Customs and Excise Offshore Application Act
- Customs Tariff Act
- Debt Servicing and Reduction Account Act
- Depository Bills and Notes Act
- European Bank for Reconstruction and Development Agreement Act
- Excise Act
- Excise Tax Act
- Federal-Provincial Fiscal Arrangements Act
- Financial Administration Act (shared with the President of the Treasury Board)
- Financial Consumer Agency of Canada Act
- Income Tax Act
- Income Tax Conventions Implementation Act
- Insurance Companies Act
- Interest Act
- Office of the Superintendent of Financial Institutions Act
- Payment, Clearing and Settlement Act
- Pension Benefits Standards Act
- Proceeds of Crime (Money Laundering) Act
- Special Import Measures Act
- Trust and Loan Companies Act
- Winding-up and Restructuring Act, Part II & III

Under the Bank Act, Trust and Loans Companies Act, Insurance Companies Act and Co-operative Credit Associations Act, the Minister of Finance can delegate all his powers, duties and functions under those Acts to a Secretary of State.

#### Statutes of Lesser Importance

- Air Canada Public Participation Act
- Atlantic Fisheries Restructuring Act (in respect of National Sea Products Ltd.) S.C. 1985
- Auditor General Act (notional responsibilities)
- Bank of British Columbia Business Continuation Act
- Beechwood Power Project Act
- Budget Implementation Acts (several with same name)



- Canada Development Corporation Reorganization Act
- Canada-Newfoundland Atlantic Accord Implementation Act
- Canada Nova Scotia Offshore Petroleum Resources Accord Implementation Act, Part IV&V
- Canadair Limited Divestiture Authorization Act
- Canadian Commercial Bank Financial Assistance
- Crown Corporations Dissolution and Transfer Act
- Diplomatic Service (Special) Superannuation Act
- Eldorado Nuclear Limited Reorganization and Divestiture Act
- Export Credits Insurance Act, Parts II and III
- Federal-Provincial Fiscal Revisions Act, 1964-65
- Financial Institutions and Deposit Insurance System Amendment Act
- Financial Institutions Depositors' Compensation Act
- Garnishment, Attachment, and Pension Diversion Act (as it related to MPs pensions)
- Halifax Relief Commission Pension Continuation Act
- Importation of Intoxicating Liquors Act (shared with Canada Customs and Revenue Agency)
- Newfoundland Additional Financial Assistance Act
- Nordion and Theratronics Divestiture Authorization Act
- Oil Export Tax Act
- Petro-Canada Limited Act
- Petro-Canada Public Participation Act
- Prince Edward Island Subsidy Act, 1912
- Pioneer Trust Payment Continuation Act (spent)
- Spending Control Act (spent)
- Supplementary Fiscal Equalization Payments Act
- Teleglobe Canada Reorganization and Divestiture Authorization Act
- Telesat Canada Reorganization and Divestiture Act
- Broadcasting Act
- Business Development Bank of Canada Act
- Canada Assistance Plan
- Canada Council Act
- Canada Marine Act
- Canada Mortgage and Housing Corporation Act
- Canada Ports Corporation Act
- Canada Post Corporation Act
- Canada Shipping Act
- Canada Small Business Financing Act
- Canada Student Financial Assistance Act
- Canada Transportation Act
- Canada-U.S. Free Trade Agreement Implementation Act (Part II)
- Canadian Commercial Corporation Act
- Canadian Dairy Commission Act
- Canadian Exploration and Development Incentive Program Act
- Canadian Exploration and Incentive Program Act
- Canadian Film Development Corporation Act
- Canadian Food Inspection Agency Act
- Canada Heritage Languages Institute Act (not in force)
- Canadian Ownership and Control Determination Act
- Canadian Race Relations Foundation
- Canadian Space Agency Act
- Canadian Wheat Board Act
- Cape Breton Development Corporation Act
- Competition Act
- Canada Business Corporations Act
- CN Commercialization Act
- Criminal Code
- Advance Payment for Crops Act
- Crown Liability and Proceedings Act
- Cultural Property Export and Import Act
- Customs Act
- Department of Industry Act
- Employment Insurance Act
- Energy Administration Act
- Energy Monitoring Act
- Enterprise Cape Breton Corporations Act
- Export Development Act
- Expropriation Act
- Farm Credit Corporation Act
- Farm Improvement and Marketing Co-operatives Loans Act

The Minister also has powers and duties under statutory provisions in 68 statutes for which another Minister is responsible to Parliament. These powers and duties are in respect of the Minister's duties under section 15 of the Financial Administration Act to manage the CRF – loans, advances, guarantee, purchases of shares, and other payments out of the CRF.

- Advance Payment for Crops Act
- Agricultural Market Programs Act
- Agricultural Products Co-operative Marketing Act
- Army Benevolent Fund Act
- Asia-Pacific Foundation of Canada Act

- Farm Improvement Loans Act
- Farm Income Protection Act
- Farm Products Marketing Agencies
- Freshwater Fish Marketing Act
- Fisheries Improvement Loans Act
- Foreign Missions and International Organizations Act
- Government Organization Act, Atlantic Canada, 1987
- Harbour Commissions Act
- Hibernia Development Project Act
- Immigration Act
- Indian Act
- International Development (Financial Institutions) Assistance Act
- International Development Research Centre Act
- Land Titles Act
- Land Titles Repeal Act
- Museums Act
- National Capital Act
- National Housing Act
- Parks Canada Agency Act
- Petroleum and Gas Revenue Tax
- Petroleum Incentives Program Act
- Pilotage Act
- Prairie Grain Advance Payments Act
- Public Harbours and Port Facilities Act
- Public Service Superannuation Act
- Railway Relocation and Crossing Act
- Revolving Funds Act
- Royal Canadian Mint Act
- St. Lawrence Seaway Authority Act
- Seized Property Management Act
- Canada Shipping Act
- Small Business Loans Act
- Statistics Act
- Supreme Court Act
- Western Economic Diversification Act

The Minister of Finance also plays an important role in the field of international financial matters. He has direct responsibilities under the Bretton Woods and Related Agreements Act, which legislation constitutes Canada's participation in the International Monetary Fund (IMF), the World Bank, the International Development Association, the International Finance Corporation, and the Multilateral Investment Guarantee Agency. The Minister of Finance also gives direction to his representatives at the Organization for the Economic Cooperation and Development (OECD) and the World Trade Organization.

## Organization

### Access to Information and Privacy Division

This division is responsible for administering the Access to Information Act and the Privacy Act for the Department. It processes requests submitted under the legislation, handles complaints lodged with the Information and Privacy Commissioners and responds to informal enquiries. The Division also provides advice and guidance to departmental officials on matters which concern the legislation.

### Canada Investment and Savings

Canada Investment and Savings is a federal Special Operating Agency within the Department of Finance responsible for the delivery of the government's retail debt program. The Agency was created in the 1995 federal budget to provide individual Canadians with better access to existing Government of Canada Securities, such as Canada Savings Bonds, Treasury Bills and Marketable Bonds and to develop new investment products to help them meet their savings and investment needs. The Agency is organized into four main functional areas directed by the President and Chief Executive Officer.

#### ♦ Marketing Services

Conceptualizes the government's overall marketing and communication strategy for the retail debt program (e.g. New Canada Savings Bonds) develops and implements marketing plans and advertising campaigns for existing and new products, and monitors performance. CI&S encourages all Canadians, including children and their parents, to be acquainted with good savings habits, and publicises promotions that encourage this.

#### ♦ Product Management

Manages existing portfolio of products and develops and introduces new retail debt products.

#### ♦ Sales and Distribution

Manages the delivery network for the family of retail debt products, develop new relationships with financial institutions, explores and pilot tests new distribution channels including electronic alternatives and develops easier access to existing Government of Canada retail debt products.

#### ♦ Corporate Services

Provides and arranges for all internal support functions including finance and accounting, administrative services, contracting and human resources.

## Consultations and Communications Branch

This branch is responsible for developing and implementing communications and consultations strategies and initiatives that assist the Minister and other branches in formulating and implementing policy initiatives, including the annual federal budget. It organizes ministerial and departmental consultations, works with Canadian and international media, manages a range of information and public affairs activities, and provides related services. It is composed of two divisions.

### ♦ Communications Policy and Strategy Division

This division develops communications plans and strategies, and provides communications advice on the handling of departmental issues and the implementation of policies and programs. It also drafts speeches, press releases, various briefing papers, publications and multi-media presentations, including material in support of the federal budget. The division also develops and controls organization, content and multimedia applications for the Department's Internet site. As well, the division undertakes communications research and analysis and monitors the media on a daily basis for issues of interest to the Minister, the Secretary of State and the department.

### ♦ Public Affairs and Operations Division

This division implements and supports external communications and public relations activities. It carries out an extensive media relations program, including the handling of all media inquiries; preparing departmental and ministerial announcements and statements, and arranging for briefings and press conferences, including those for the release of the federal budget. The division handles all logistical arrangements for domestic Meetings and other events hosted by the Minister and Department such as Federal-Provincial Meetings. It provides expertise and services in the areas of conference and meeting organization, management and logistics, visit by foreign dignitaries and officials, and other protocol services. The division manages the editing and production for all departmental publications as well as all correspondence written to the Minister and Secretary of State. It also develops and maintains contacts with the business community, labour organizations, and social, voluntary and other interest groups, and assists the Minister, the Secretary of State and the department in consulting with the public and stakeholders on a range of economic and fiscal issues.

## Corporate Services Branch

The Branch jointly assists the Deputy Minister of Finance and the Secretary and Comptroller General of the Treasury Board Secretariat in the internal administration of their departments, and provides financial, human resources, informatics and administrative support to the branches of the two departments. The Corporate Services Branch is also responsible for a number of other activities including task force organization and co-ordination of the Canada Savings Bonds and United Way campaigns. The Branch is composed of six divisions: Administrative Services Division; Financial Services Division; Human Resources Division; Informatics Services Division; Security Services Division and Business and technology Integration Division.

## Economic and Fiscal Policy Branch

This branch analyzes and appraises all factors affecting Canada's economic and financial situation and recommends measures to meet the requirements of appropriate fiscal policies. It also analyzes and forecasts the financial requirements of the government of Canada.

### ♦ Economic Analysis and Forecasting Division

This division has primary responsibility for monitoring and analyzing current Canadian economic conditions and the economic outlook and for the preparation of quarterly economic forecasts for the Canadian (national and provincial) and U.S. economies. It also prepares assessments of the impact of policy measures and other events on the Canadian economy. In addition, the division produces the quarterly publication entitled "Economy in brief".

### ♦ Economic Studies and Policy Analysis Division

The division has primary responsibility for anticipating major policy issues the government of Canada is likely to face, develops tools to analyze these issues, prepares analysis and research of the highest calibre and, based on all this, recommends policy advice in both macroeconomic and structural areas. The technical work undertaken in the division is made public in the form of a working paper series.

### ♦ Fiscal Policy Division

This division has primary responsibility for advising on fiscal policy and analyzing the financial requirements of the Government of Canada and for monitoring and analyzing the developing fiscal positions of other levels of surplus government. It also has primary responsibility for analysis and advice on the government's fiscal



framework and co-ordinating the department's advice to the Minister on overall spending priorities. The division plays a key role in the budgetary process, and is responsible for the preparation of the Fiscal Monitor, and the Annual Financial Report, as well as several budgetary papers. In addition, the division reviews the form and content of the Public Accounts and other statements for which the Minister has responsibility under the Financial Administration Act.

## **Economic Development and Corporate Finance Branch**

This branch is responsible for providing policy advice and analytical support to the Minister of Finance on a wide range of economic, fiscal and financial issues related to the microeconomic policies of the government.

### **◆ Corporate Finance & Privatization Division**

This division advises: on the economic and fiscal implications of policies and programs in the areas of transportation and infrastructure systems and services; provides corporate financial analysis and advice on proposals for government support to major development projects and in relation to corporate restructuring plans; plays a central role in the privatization of federal Crown Corporations, other corporate holdings and government services that no longer require government ownership or direct delivery to fulfill a public policy role; and provides a focal point for cross-cutting issues of interest to the Minister of Finance in the management and operations of federal Crown Corporations.

### **◆ Economic Development Policy Division**

This division advises on the economic and fiscal implications of policies and programs to promote economic development in Canada in the specific areas of industrial and sectoral development, industrial innovation and science and technology policy, small business development, regional development, telecommunications policy and business framework legislation, agriculture and fisheries, and environment, energy and natural resources, and national defence policy.

## **Federal-Provincial Relations and Social Policy Branch**

This branch is responsible for providing policy advice on federal-provincial fiscal arrangements and social policy programs.

### **◆ Federal-Provincial Relations Division**

This division is responsible for the federal government's major transfers to provinces and territories. It also

provides advice on all matters pertaining to the federal-provincial fiscal arrangements, including the Canada Health and Social Transfer(CHST), Equalization, Statutory Subsidies, the Revenue Guarantee, the Quebec Abatement (Alternative Payments for Standing Programs and the Youth Allowances Recovery), Stabilization, and Territorial Formula Financing.

### **◆ Social Policy Division**

Advises on the development of the federal government's social policies as well as on the fiscal, economic and social implications of specific proposals in the major functional areas of labour markets, income security, aboriginal policy, justice, health and culture programs.

## **Financial Sector Policy Branch**

This branch provides policy analysis and advice with respect to the financial sector.

### **◆ Financial Institutions Division**

Provides analysis and advice on structural, consumer and competition issues, as well as advice on transactions requiring ministerial approval, including potential mergers. The Division is also responsible for the drafting of consequential regulations stemming from the financial sector reform legislation (Bill C-8) that received Royal Assent on June 14, 2001. In addition, the Division conducts analysis of and research on trends within the sector, including financial institutions' corporate strategies and performance, electronic banking and commerce, the impact of globalization and emerging technologies (Internet), and other issues related to the financial services sector.

### **◆ Financial Markets Division**

Provides policy analysis and recommendations with respect to the management of the federal government's borrowing program, the public debt and debt issues in both domestic and foreign markets, borrowing policy relating to Crown corporations, loan and loan guarantees, analysis and policy advice on matters respecting the exchange rate, international reserves and investments policies including the Canada Pension Plan, and trends and developments in Canada's financial markets.

### **◆ Financial Sector Division**

Develops and analyses policies applicable to Canada's financial sector. Among its responsibilities, the Division leads work on issues related to development of financial sector regulatory and stability issues. This includes developing policies on such matters as the payments system and e-finance, financial crime, and co-ordinating and reviewing financial stability and regulatory issues

in Canada. The Division is also responsible for intergovernmental issues, including securities regulation, international relations and trade negotiations.

## International Trade and Finance Branch

This branch has the responsibility for international trade, investment and economic and financial co-operation; the international monetary system, defence programs, international development assistance and export financing.

### ◆ International Finance and Economic Analysis and Policy Secretariat Divisions

Responsible for all aspects of international monetary, financial and development issues, as well as export finance. Manages Canada's relations with major international financial institutions, such as the IMF, the World Bank, and the European Bank for Reconstruction and Development, and within major international fora, such as the G-7, G-20, APEC and WHFM. Provides analysis and policy advice on international economic conditions and policy.

### ◆ International Trade Policy Division

Plays a central role in the development, management and implementation of Canadian trade and investment policy. Evaluates the implications of domestic economic policies on Canada's international obligations and relations with other countries. It is responsible for all aspects of tariff and other import policy (anti-dumping, subsidies/countervail and safeguards) and the related domestic legislation. Participates in international trade and investment negotiations.

## Tax Policy Branch

This branch undertakes analysis of and makes recommendations on tax policy issues and prepares appropriate legislation for passage through Parliament.

### ◆ Business Income Tax Division

Undertakes economic and quantitative analysis and provides advice, recommendations on all aspects of corporate and business taxation, including both corporate income and capital taxes.

### ◆ Intergovernmental Tax Policy Division

Policy and administrative responsibility for the federal-provincial income tax collection agreements and reciprocal taxation agreements as well as analysis of issues in the area of federal-provincial tax relations. Reviews Indian taxation, develops federal policy on First Nation taxation, including the exercise of taxation powers by First Nation governments. Analyses and

evaluates tax policies, often in collaboration with other divisions. Prepares economic research reports on issues affecting tax policy.

### ◆ Personal Income Tax Division

Undertakes economic and quantitative analysis of personal income tax policy issues and develops new policies in this area.

### ◆ Sales Tax Division

This division addresses federal consumption taxes, developing the policies, legislation and regulations associated with sales tax – the goods and services tax (GST) and the harmonized sales tax (HST) in three provinces – and federal excise taxes on tobacco, alcohol, and motive fuels. This work involves researching and analyzing changes to these taxes and developing detailed policy proposals.

### ◆ Tax Legislation Division

Provides policy advice from a legal and structural perspective on income tax related issues applicable to persons, corporate entities and tax-exempt entities and drafts amendments to the income tax law required to implement budget proposals and other tax policy statements. Negotiates income tax agreements, and modifications to existing agreements, with other countries.

## Information Holdings

## Program Records

### Access to Information and Privacy Division

#### Access to Information and Personal Information Requests

**Description:** Information concerning requests for access to departmental records under the Access to Information Act and the Privacy Act; replies to such requests and relevant information related to their processing. Information is used to process requests and for statistical purposes. **Program Record Number:** FIN AIP 005

#### Information Collection Policy Administration

**Description:** Records relating to the administration of the Treasury Board policy on information collection and departmental procedures for administration of the policy. **Program Record Number:** FIN AIP 010



### Information Collection Review Files

**Description:** Records on proposed departmental information collections, including collection notices, plans, notices of approval and registration and related correspondence. **Program Record Number:** FIN AIP 015

## Canada Investment and Savings

### Canada Savings Bonds

**Description:** General information on the development of policies on the sale and redemption of Canada Savings Bonds and specific issues related to Canada Savings Bonds and the sale of Government of Canada securities to the retail public. **Topics:** Advertising; series; Canada Investment and Savings; legal matters and claims. **Program Record Number:** FIN FMD 170

## Consultations and Communications Branch

### General Information on the Department of Finance

**Description:** General information on the Department of Finance, including publications and other public material produced for the Department and/or Minister of Finance; letters from individuals to the Minister of Finance and Minister of State (Finance). **Topics:** Economic policy; federal budgets; publications; speeches. **Program Record Number:** FIN CAC 030

## Corporate Services Branch

### Canada Pension Plan Investment Fund

**Description:** Information on the investment of excess monies in the Canada Pension Plan as provided by the Canada Pension Plan Act. **Topics:** Forecasts of funds available; purchase of securities; interest on operating balance; audit confirmations; consolidation of provincial debentures; reports to the Canada Pension Plan Advisory Committee. **Program Record Number:** FIN ADM 785

### Loans

**Description:** Information on the authorization and transactions of major loan programs of the Department of Finance and other miscellaneous loans. **Topics:** Authority for loans; repayment schedules and payments received; federal-provincial employment; Municipal Development and Loan Board; special development; Winter Capital Project Fund; foreign countries. **Program Record Number:** FIN ADM 790

### Public Debt

**Description:** Information on the authorization of borrowings and transactions related to said borrowings. Borrowings are categorized as Government of Canada marketable bonds; Canada Savings Bonds; treasury bills; Canada Bills; swaps; Canada Pension Plan Bonds

and foreign currency borrowing. **Topics:** Unmatured debt; accrued interest; interest due and outstanding; interest expense; matured debt; redemption of interest and principal; annuities; claims; deposit and trust accounts; marketable bonds; non-marketable bonds; securities investment account. **Program Record Number:** FIN ADM 795

### Salary Forecasting System (SAL)

**Description:** Managerial tool to forecast and cost salaries for decision making, includes; classification, employee status, position number, employee number and organization for Finance and the Treasury Board Secretariat. **Program Record Number:** FIN ADM 787

### War Claims

**Description:** Information related to individual (Canadian) claims for losses or damages resulting from World War I, World War II and Halifax Explosion; and the corresponding settlement/compensation. **Topics:** International Claims – Custodian; Release of Assets; Trading with the Enemy – Foreign Countries; Bonds and Debts – Nationalization; Foreign Claims Settlements – War Claims – Reparations; Germany; Italy; Japan; Compensation for Losses Inside Japan (article 15); Compensation for Losses Outside Japan – WW11; Adjudication and Compensation in Canada – World War I Claims, Funds and Assets Transferred from Custodian – World War I Halifax 1917 Explosion. **Program Record Number:** FIN ADM 796

## Economic and Fiscal Policy Branch

### Business Sector Analysis Unit

**Description:** Information and analysis of the past and present economic situation of the business sector in Canada. **Topics:** Capital expenditures, salaries and costs, national accounts, productivity and economic cycles; the financial situation of businesses. **Program Record Number:** FIN EAD 127

### Canadian Forecast Section

**Description:** Information on short – and medium – term forecasts for the Canadian economy, current economic analysis. **Topics:** Forecasts, forecast comparisons, IMF, OECD. **Program Record Number:** FIN EAD 133

### Demand and Labour Analysis

**Description:** Information and analysis of past and present economic conditions in the household and business sector in Canada. **Topics:** Business investment; gross domestic product; investment; national accounts; productivity; business cycles; financial positions of business; personal expenditure; housing markets, business and consumer confidence; household financial positions; labour markets; labour market policies. **Program Record Number:** FIN EAD 123



## Economic Analysis

**Description:** General information on analyses of past, present and future economic conditions in Canada.

**Topics:** Canadian economy – reports, tax reform: conferences, meetings and seminars; economic analysis – economic bulletins; monetary policy evaluation; economic forecasting – foreign economy; Organization for Economic Cooperation and Development (OECD); Economic and Development Review Committee (EDRC); Short-Term Economic Prospects (STEP); regional and sectoral analysis.

**Program Record Number:** FIN EAD 110

## Economic Studies and Policy Analysis

**Description:** General information on the work of the Division: conducts academic-level applied research on key emerging structural and macroeconomic issues with a view to help develop policy. **Topics:** Pension reform; environmental policy; trade liberalisation; economic and fiscal consequences of demographic changes; private savings behaviour; income distribution; trends in employment and unemployment; monetary policy; fiscal planning; intergenerational equity; economic impacts of lower public debt; productivity policy. **Program Record Number:** FIN EAD 100

## Expenditure Analysis and Forecasting Section

**Description:** Information on federal government expenditure planning, the forecasting of the government's expenditure framework, the fiscal implications of the federal budget and the government's main estimates drawn up in conjunction with the Treasury Board of Canada. **Topics:** Budgets; expenditures and estimates; fiscal forecasts; government expenditure pressures.

**Program Record Number:** FIN FPD 055

## Financial Modelling

**Description:** Subject headings related to the various aspects of financial modelling and policy analysis on the economies of Canada and the United States. In particular, these include data and material on macro policies, domestic and international financial flows, and financial models and forecasts for the two economies.

**Topics:** Interest rates; money demand; general research. **Program Record Number:** FIN FPD 058

## Fiscal Policy Analysis Section

**Description:** Undertakes short-term applied research on a wide range of fiscal issues. **Topics:** population ageing, Vertical Fiscal Imbalance (VFI), intergenerational equity as well as issues related to fiscal prudence/planning and tax reduction. **Program Record Number:** FIN FPD 062

## Food Policy

**Description:** Information on food policy and the food industry. **Topics:** General series; conferences, committees, and meetings; studies. **Program Record Number:** FIN EAD 130

## Forecasting and Model Development

**Description:** Information on the forecasting of the short-and-medium-term quarterly performance of the Canadian, US and other G-7 economies. **Topics:** Canadian economy – reports; conferences, meetings and seminars; economic analysis – economic bulletins; Organization for Economic Cooperation and Development (OECD); International Monetary Fund (IMF); United States economic development. **Program Record Number:** FIN EAD 140

## Intergovernmental Fiscal Policy

**Description:** Information on the ongoing fiscal situation and prospects of the provinces and their local governments. Provides briefing material and analysis on the ongoing financial situation and perspectives of the OECD countries and the G-7 in particular. **Topics:** Fiscal forecasts; inter-governmental fiscal relations; international, provincial and local fiscal situation and outlook; cyclically adjusted budget balances. **Program Record Number:** FIN FPD 060

## International Economic Analysis (IEA)

**Description:** Provides analysis and policy advice on international economic policy coordination. **Topics:** Conferences and Meetings – Economic Summits; Group of Seven Finance Ministers; Organization for Economic Cooperation and Development (OECD); International Monetary Fund (IMF); APEC Finance Ministers; North American Financial Group. **Program Record Number:** FIN IEA 703

## Macro Analysis Section

**Description:** Conducts research studies on macroeconomic issues, with a view to help develop policies. **Topics:** Fiscal planning under uncertainty, intergenerational equity, economic consequences of debt and tax reduction, ageing and long-term fiscal pressures, trade liberalization, inflation targets, international standard-of-living comparisons. **Program Record Number:** FIN EAD 137

## Monetary Policy and International Trade

**Description:** Information and analysis of macroeconomic issue and policies. **Topics:** Economic growth; wages and prices; unemployment; productivity; investment and saving; competitiveness; balance of payments; merchandise trade; international capital flows; monetary policy and conditions; exchange rates; interest rates; monetary and credit aggregates; monetary policy; inflation; business cycles. **Program Record Number:** FIN EAD 120

## Policy Analysis Section

**Description:** Conducts longer-term economic research on policy related issues for Economic and Fiscal Policy branch, the Department of Finance and the government as a whole. **Topics:** Implications for Canada of

implementing the Kyoto Protocol; dynamic and static general equilibrium models; global general equilibrium models; international repercussions of policy initiatives; trade and capital movements; international finance; technology diffusion and innovation; education policy; structural estimation. **Program Record Number:** FIN EAD 135

### Regional and Sectoral Analysis

**Description:** Information on studies and analyses of past, present and future developments in specific sectors of the national economy and in provinces or regions of Canada. **Topics:** Regional and sectoral analysis; provinces, regions, industries and sectors; labour market developments. **Program Record Number:** FIN EAD 125

### Revenue Analysis and Forecasting Section

**Description:** Information on federal government revenue planning, the forecasting of the government's revenues, and the fiscal implications of the federal budget. **Topics:** Budgets; revenues and taxes. **Program Record Number:** FIN FPD 057

### Structural Analysis Section

**Description:** Conducts in-depth, policy-oriented research on structural and sectoral issues. **Topics:** Impact of social programmes, such as Employment Insurance and the Canada Pension Plan; impact of population ageing; productivity and investment; policies towards education; income distribution; relationship between inflation and unemployment; taxation; migration; labour supply. **Program Record Number:** FIN EAD 136

### United States Economic Analysis Forecasting Section

**Description:** Information on economic developments in the United States and other G-7 economies and their likely impact on Canadian trade and other important economic variables. **Topics:** Econometric models; private sector forecasts; business cycle analyses; model simulations and forecasts of trade and economic conditions in the United States and other G-7 economies. **Program Record Number:** FIN EAD 115

## Economic Development and Corporate Finance Branch

### Agriculture

**Description:** General information on the development of agricultural policies in Canada and the allocation of federal financial resources through certain programs. **Topics:** General series dairy industry; farm financial assistance; federal-provincial and regional issues; general farm lobbies; grains and oilseeds – general, Canadian Wheat Board, Western Grain Stabilization

Act; horticulture and special crops; international issues; marketing; poultry and eggs; red meat; resource base issues; spending levels/pressures/cuts; stabilization and support. **Program Record Number:** FIN EDD 480

### Corporate Analysis

**Description:** Information on issues affecting the corporate sector and industrial corporations in Canada, including institutional issues and policies, and economic and financial issues. **Topics:** General series; economic issues; financial issues; industrial corporations. **Program Record Number:** FIN EDD 520

### Crown Corporations Policy

**Description:** Information on generic policy and program issues impacting Crown corporations. Generic issues related to budgets, estimates, financing of Crown corporations. **Topics:** Annual Report to Parliament, Corporate Governance Guidelines. **Program Record Number:** FIN CCD 535

### Economic Development

**Description:** General information on the development of sectors of the economy. **Topics:** General series; Board of Economic Development Ministers; economic councils; regulatory policies. **Program Record Number:** FIN EDD 430

### Electrical Power

**Description:** Information on the development of policies on hydro-electrical power, electricity trade and specific projects. **Topics:** General series; Lower Churchill Development Corporation; projects. **Program Record Number:** FIN EDP 390

### Emergency Management

**Description:** Information relating to the Government of Canada's emergency management responsibilities. **Topics:** Disaster financial assistance arrangements; complementary programs; Emergency Preparedness Canada; the Office of Critical Infrastructure Protection and Emergency Preparedness; specific disasters. **Program Record Number:** FIN EDP 395

### Energy

**Description:** General information on energy and energy policy, except oil and gas. **Topics:** General series; Canada-United States relations; conferences, committees and meetings; conservation programs; natural gas — general series, Arctic islands liquified natural gas; pipelines — general series, Deputy Minister's Committee, gas; relations with foreign companies; relations with provinces; renewable energy programs; substitution programs; Task Force on Northern Oil Development. **Program Record Number:** FIN EDP 425



## Energy and Resource Policy

**Description:** General information of the energy and resources policies of Canada and other countries.

**Topics:** General series. **Program Record Number:** FIN EDP 496

## Environment

**Description:** General information on the environment, including implementation of the Green Plan; all forms of air, industrial and water pollution; international relations; tax and fiscal issues; water as a Canadian resource; international negotiations and agreements; environmental assessment; and specific projects, committees and studies dealing with water management in all regions of Canada. **Topics:** General series; air, environment and the economy; Environment Canada – general series; historical sites; international relations; national parks; national wildlife; pollution – general series, industrial; research programs; environmental assessment; water – international, (general series, International Joint Commission, pollution), national (general series, pollution), regional (general series), Prairies, pollution); weather. **Program Record Number:** FIN ERP 405

## Fisheries and Oceans

**Description:** General information on the harvesting and processing of fish and seafood, including reviews, associations, crown investments, federal-provincial relations, international relations, legislation, regulations, and subsidy and support programs as well as information on ocean issues. **Topics:** General series; Department of Fisheries and Oceans; oceans; policy and programs – Atlantic; policy and programs – Pacific; regulation; relations; resource and industry; subsidy and support programs tax and fiscal policy issues; Canadian Coast Guard. **Program Record Number:** FIN EDP 495

## Forestry

**Description:** Information on forestry policy and the forest industry, including pulp and paper. **Topics:** General series; industrial development – forest products. **Program Record Number:** FIN EDD 521

## Industrial Development

**Description:** Information on government policies and programs to promote industrial development and related issues, including government procurement of goods and services. **Topics:** General series Companies; government procurement; major projects; programs; sectors – general series aerospace (general series Canadair, deHavilland Aircraft of Canada Limited), automotive, shipbuilding; small business. **Program Record Number:** FIN EDD 435

## Minerals

**Description:** General information on mining and mine reclamation and the production and marketing of minerals, including reviews, associations, missions to other countries, federal and provincial legislation, specific minerals. **Topics:** General series; acts and regulations; coal; commodities; companies; gold; policy review; task forces uranium – general series, industries, legislation, production and sales; fiscal/tax issues. **Program Record Number:** FIN ERP 410

## National Defence

**Description:** Information on national defence policy and budgets. **Topics:** Defence resources; procurement; infrastructure; international crises; Canada/US defence relations; military personnel; arms control; and international organizations. **Program Record Number:** FIN EDP 400

## Northern Development

**Description:** General information on various aspects of development in the Northwest and Yukon Territories related to natural resource development, including energy accords. **Topics:** General series; Advisory Committee; Inuit and Indians; financial support; resources – general series, land claim issues, minerals, oil and gas; senior policy committee on northern resource development projects; transportation – general series, roads. **Program Record Number:** FIN EDP 415

## Nuclear Power

**Description:** General information on electrical power generated by nuclear means: includes the Atomic Energy Control Act and Board, liability in case of accidents, building of nuclear reactors in Canada, sale of nuclear reactors and heavy water plants to foreign countries, production and sale of heavy water in Canada. **Topics:** General series; Atomic Energy Advisory Panel; domestic projects; foreign relations; non-proliferation and safeguards; heavy water – general series, plants; liability; research and development program; research and technology. **Program Record Number:** FIN EDP 395

## Oil and Gas

**Description:** Information on oil and gas policy, including initiatives and legislation, federal-provincial negotiations, particular energy projects (e.g., tar sands plants, Hibernia, Upgraders) and proceedings of intergovernmental and interdepartmental committees. **Topics:** General series; downstream petroleum industry – general series, exports; heavy oil and tar sands; imports; industry – general series, Dome Petroleum; macro issues; sector and policy; taxation issues. **Program Record Number:** FIN EDP 420



### Policy Planning and Coordination

**Description:** General information on policy development and financial resource management issues related to the operations of the Cabinet Committee on Economic and Regional Development (CCERD). **Topics:** General series; Cabinet Committee on Economic and Regional Development; economic and regional development envelope; prosperity. **Program Record Number:** FIN EDD 432

### Privatization

**Description:** General information on privatization and topics not covered in specific program records. **Topics:** Communications; fiscal and revenue consideration; foreign government privatization – United Kingdom, United States; horizontal issues; implementation plans; work plans and programs; official languages; post privatization review; provincial government privatization; public service privatization. **Program Record Number:** FIN PRI 775

### Privatization Cases of Crown Corporations and Government Holding

**Description:** Information on the privatization of Crown Corporations, including annual reports, corporate plans, prospectuses and privatization issues. **Topics:** Annual reports-corporate plans and prospectuses; communications issues; corporate organization; employees concerns; financial issues; financial advisors; holding companies; legal issues; legislative process; memoranda to cabinet/cabinet discussions; official languages; policy; post-privatization review; project development. **Program Record Number:** FIN PRI 780

### Regional Development

**Description:** Information on policies and programs to promote the development of the economies of Canada's regions, and on issues related to such measures. **Topics:** General series; economic and regional development and general development agreements; programs; regions – Atlantic (general series, New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island), Northern, Ontario, Quebec, Western (general series, Alberta, British Columbia, Manitoba, Saskatchewan). **Program Record Number:** FIN EDD 450

### Science and Technology

**Description:** Information on the development of policies on scientific and technological innovation activities in Canada and the federal government's programs for encouraging these activities. **Topics:** General series; granting councils and related programs; space program; technological innovation and related programs. **Program Record Number:** FIN EDD 460

### Telecommunications

**Description:** Information on the development of policies on telecommunications, including radio and television, cablevision, licences, satellites and cellular phone services. **Topics:** General series; industry; radio and television; regulations and services; satellites. **Program Record Number:** FIN EDD 465

### Transportation

**Description:** Information on the development of policies on air, surface and marine transportation systems in Canada. **Topics:** General series; air mode; general series, airports; Canadian Transport Commission; civil aviation; harbours and ports; highways and roads; highways and bridges; marine mode; motor vehicle; rail mode; shipping; urban. **Program Record Number:** FIN EDD 470

## Federal-Provincial Relations and Social Policy Branch

### Aboriginal Policy

**Description:** Information on the development of policies related to aboriginal issues. **Topics:** Land claims, specific claims, self government, financing agreements, aboriginal litigation, treaties, socio-economic conditions. **Program Record Number:** FIN FPR 225

### Quebec Abatement

**Description:** During the 1960s, the federal government offered provinces contracting-out arrangements for certain federal-provincial programs. Only Quebec chose to use these arrangements. Information on the main components of these programs, namely medical, hospital insurance and post-secondary education, is to be found under other classes. **Topics:** Quebec; financing; Alternative Payments for Standing Programs, Youth Allowances Recovery. **Program Record Number:** FIN FPR 215

### Canada Health and Social Transfer

**Description:** Information on the level of federal transfers to provinces and territories in support of health, social assistance and post-secondary education. **Topics:** Tax transfer; cash transfer; Canada Assistance Plan (CAP); Established Programs Financing (EPF); health; Canada Health Act; Post-Secondary Education; the CHST Supplement Trust for Health Care – Budget 1999; the CHST Supplement Trust 2000 – Budget 2000; the Medical Equipment Trust (Sept.2000 First Ministers' Meeting). **Program Record Number:** FIN SPD 307

### Conferences, Committees and Meetings

**Description:** Information, such as agendas, briefing material, background papers, summary notes of discussions and statements on conferences, committees

and meetings pertaining to federal-provincial relations.

**Topics:** Ministers of Finance and provincial treasurers, continuing committee of officials, senior fiscal arrangement committee, subcommittees, conferences, committees and meetings. **Program Record Number:** FIN FPR 235

### Equalization

**Description:** Information on the development and implementation of formulae for the equalization of provincial revenues. **Topics:** Formulae (1967-72, 1972-77, 1977-82, 1982-87, 1987-92, 1992-94, 1994-99, 1999-2004); tax bases; representative tax system; five province standard; renewal. **Program Record Number:** FIN FPR 210

### Federal-Provincial Relations

**Description:** General information on federal-provincial relations and topics not covered in specific program records. **Topics:** Bills; provincial fiscal stabilization program; inter-governmental liaison for fiscal and economic matters; national unity; conditional grants and shared cost programs; Western Northwest Territories, Nunavut and Yukon – financial matters; Public Utilities Income Tax Transfer Act (PUITTA); statutory subsidies. **Program Record Number:** FIN FPR 200

### Fiscal Arrangements

**Description:** Information on the development leading up to fiscal arrangements for programs such as the Canada Health and Social Transfer, Equalization, and Established Program Financing. **Topics:** Revenue guarantees; Fiscal Arrangements and Established Programs Financing; unconditional transfers; block funding; contracting-out arrangements; Quebec abatement. **Program Record Number:** FIN FPR 205

### Income Security

**Description:** Information on the development of policies relating to income security programs. **Topics:** Child benefits; elderly benefits; pensions – Canada Pension Plan (CPP) – benefits, financing, Pension Benefits Standards Act (PBSA), public service pension; retirement income policy, disability; veterans. **Program Record Number:** FIN SPD 296

### Labour Markets

**Description:** Information on policies and programs relating to the labour market. **Topics:** Department of Human Resources Development, Canada Employment and Insurance commission, employment insurance program, financing, Canada Labour Code, immigration, job creation and training programs, labour adjustment; youth employment programs, education – Post-Secondary Education, Canada Student Loans Program,

students; housing – Canada Mortgage and Housing Corporation, corporate finance, mortgage insurance, mortgage market, programs; status of women.

**Program Record Number:** FIN SPD 301

### Pensions

**Description:** Information related to pension fund investment and governance in Canada. **Topics:** Canada Pension Plan, Public Service Superannuation Act. **Program Record Number:** FIN FSP 156

### Social Policy

**Description:** General information on the development of social policies. **Topics:** General social research and policy. **Program Record Number:** FIN SPD 290

### Health/Culture/Justice

**Description:** Information on the development of policies relating to socio-economic programs. **Topics:** Communications and culture; health – Health Canada; justice – acts and regulations; multiculturalism; official languages; Solicitor General; Heritage Canada; sports/fitness. **Program Record Number:** FIN SPD 306

### Territorial Formula Financing

**Description:** Information on the development and implementation of Territorial Formula Financing program for Yukon, Nunavut and Western Northwest Territories. **Topics:** Formula, arrangements, expenditure needs, gross expenditure base, revenue raising ability, economic development incentive. **Program Record Number:** FIN FPR 220

## Financial Sector Policy Branch

### Bank of Canada

**Description:** Information on the administration, policies and programs of the Bank of Canada. **Topics:** Currency reserves; director and officer appointments; financial matters; returns to the Minister of Finance. **Program Record Number:** FIN FMD 155

### Bonds and Securities

**Description:** Information on the development of policies on the issue and cancellation of Government of Canada bonds and treasury bills. **Topics:** Debt management policies; bonds; cancellation of securities; Government of Canada bonds; perpetual bonds 3% – 1936; real return bonds; securities deposit matters; treasury bills; wartime loans and bonds. **Access:** Information on specific Government of Canada bonds is filed by date of issue. **Program Record Number:** FIN FMD 165



## Capital Markets

**Description:** General information on the federal government's involvement in capital markets. **Topics:** Capital markets; financial markets – money, bond and equity. **Program Record Number:** FIN FMD 145

## Clearance and Settlement Issues

**Description:** General information on issues related to payments and clearance and settlement systems. **Topics:** Clearing and settlement, retail and wholesale payments systems, cross border payments, corporate governance, technological developments, electronic funds transfer (EFT), large value transfer system (LVTS), FX netting systems, Canadian Depository for Securities (CDS). **Program Record Number:** FIN FID 152

## Financial Crimes Issues

**Description:** Information on policies related to domestic and international anti-money laundering activities. **Topics:** The Proceeds of Crime (Money Laundering) Act; the Financial Transactions Reports Analysis Centre of Canada; the Financial Action Task Force on Money Laundering; the Caribbean Financial Action Task Force. **Program Record Number:** FIN FMD 195

## Financial Developments

**Description:** General information on financial developments in Canada. **Topics:** Financial markets – Canada; interest rates – analysis and forecasts. **Program Record Number:** FIN FMD 190

## Financing Abroad

**Description:** Information on the borrowing of money in other countries by the federal, provincial and municipal governments and by Canadian corporations. **Topics:** Government projects financing; provincial, municipal and corporate direct and guaranteed financing bond issues – domestic and foreign. **Program Record Number:** FIN FMD 175

## International Issues

**Description:** Information on issues related to participation by Canadian financial institutions in foreign markets and foreign financial institutions participation in the Canadian market. **Topics:** North American Free Trade Agreement, Multilateral Trade Negotiations, Organisation for Economic Cooperation and Development, and bilateral discussions. **Program Record Number:** FIN FSP 155

## Official International Reserves and Exchange Rates

**Description:** Information on official reserves, the external value of the Canadian dollar and associated policies. **Topics:** The Currency Act; Official International Reserves; Exchange Fund Account; gold; Canadian

dollar (including issues relating to legal tender status of coinage) – analysis reports; international financial and exchange markets. **Program Record Number:** FIN FMD 185

## Regulatory Policy Issues

**Description:** Information on Canada's financial institutions, including banks, trust companies, loan companies, cooperative credit associations, insurers, as well as the development of policies relating to financial institutions and federal deposit insurance. General information on the structure and operation of the financial services industry and related statutes and regulations. **Topics:** Financial sector reform legislation, ownership, control, foreign entry, large transactions, corporate governance, troubled financial institutions, confidentiality/disclosure, consumer protection, e-finance, deposit insurance/policy holder protection, regulatory approvals and interventions, consultations with stakeholders, industry relations and analysis. **Program Record Number:** FIN FID 150

## Other Issues

**Description:** Information on policies related to Canada's financial institutions and markets. **Topics:** Future policy development of the sector, industry profiles, directors' liability, environmental liability, small business financing, e-finance, derivatives, mortgage markets, investment rules, consumer issues, stakeholders consultations, industry relations and analysis, and the Interest Act. **Program Record Number:** FIN FSP 157

## International Trade and Finance Branch

### Agreements

**Description:** Information on the negotiations and the development of policies on international agreements between Canada and other countries, and between other countries. **Topics:** Automotive agreement; cultural, air, shipping and miscellaneous agreements with other countries; miscellaneous agreements between other countries. **Program Record Number:** FIN IER 565

### Anti-Dumping

**Description:** Information on anti-dumping actions taken, including statements of reasons, decisions and Panel (either WTO or NAFTA) review of those decisions. **Topics:** Canadian – commodities, cases other than steel, cases steel; international – European Economic Community (EEC), United States of America (USA), Canadian negotiating position regarding anti-dumping in international agreements (WTO, NAFTA, proposed FTAA). **Program Record Number:** FIN IER 551



### Canada-Chile Free Trade Agreement (CCFTA)

**Description:** Information on the development and implementation of policies affecting trade relations between Canada and Chile. **Program Record Number:** FIN IER 558

### Canada-Israel Free Trade Agreement (CIFTA)

**Description:** Information on the development and implementation of policies affecting trade relations between Canada and Israel. **Program Record Number:** FIN IER 559

### Canada – United States and Mexico Trade Agreement

**Description:** Information on the development and implementation of policies affecting trade relations between Canada, the United States and Mexico. **Topics:** North American Free Trade Agreement (NAFTA). **Program Record Number:** FIN IER 557

### Canada – United States Trade Agreement

**Description:** Information on the development and implementation of policies affecting trade relations between Canada and the United States. **Topics:** FTA: Anti-trust and business acquisition; chapter 18, chapter 19 panel; contingency protection; customs and tariffs; sectoral matters – agriculture, automotive and aerospace, energy and the environment; mining and metals. **Program Record Number:** FIN IER 553

### Canada-U.S. Free Trade Agreement (FTA), North American Free Trade Agreement (NAFTA)

**Description:** Information on tariff reductions, accelerated tariff reductions, rules of origin, special safeguard provisions. **Program Record Number:** FIN TAR 695

### Canadian and Foreign Countries Trade

**Description:** General information and reports on trade relations with foreign countries, including information on the negotiation and content of trade agreements. **Topics:** Contingency protection; customs and tariffs. **Program Record Number:** FIN IER 552

### Canadian Development Assistance

**Description:** General information on the financial programs and other developmental assistance given to foreign countries by Canada and the federal government agencies that administer these programs. **Topics:** Bilateral and multilateral allocations; Canadian International Development Agency (CIDA); Canadian International Development Board; committees; conferences and meetings; energy crisis and aid; financing; private sector; reviews. **Program Record Number:** FIN IFD 620

### Canadian Development Assistance Programs

**Description:** Information on the Canadian government's programs of developmental assistance to specific foreign countries. **Topics:** Central and Eastern Europe; Africa – Commonwealth, francophone; Caribbean; export market development; Latin America; Middle East; South and Southeast Asia – Association of Southeast Asian Nations – India – Pakistan, projects. **Program Record Number:** FIN IFD 625

### Commonwealth Relations

**Description:** Information on the administration, programs and policies of the British Commonwealth and its organizations and the Canadian government's position on these policies and programs. **Topics:** Commonwealth; committees; developmental assistance; Commonwealth Fund for Technical Co-operation; meetings and conferences of Commonwealth officials; meetings – heads of government, ministers, finance, food production and rural development, trade and economic; Commonwealth organizations; Commonwealth Secretariat – administration, committees, education, education liaison, finance; Commonwealth Telecommunications Council – world development. **Program Record Number:** FIN IFD 630

### Economic, Political and Statistical Reports

**Description:** Information on international economic and financial activity. **Topics:** Japan; Germany, France, the United Kingdom; Italy; other industrialized OECD countries; the European Union; emerging market economies and the states of central and eastern Europe, as well as Russia and some other states of the former Soviet Union. **Program Record Number:** FIN IFD 610

### European Union

**Description:** Information on the development and implementation of trade policies affecting trade relations between Canada and the EU. **Topics:** Agriculture policy; external economic relations; policies; tariff and trade issues; 1992/foreign countries. **Program Record Number:** FIN IER 554

### Export Finance Programs

**Description:** Information on the administration, policies and programs of the Export Development Corporation, Canadian Commercial Corporation and the Credit Grain Sales Program of the Canadian Wheat Board, set up by the federal government to facilitate and develop trade between Canada and other countries. **Topics:** Export Development Corporation; board of directors; committee of directors; countries; long-term export financing and financing projects; insurance and investment; postwar loans and guarantees – countries,

China; Canada Account, Credit Grain Sales Program of the Canadian Wheat Board, and Agri-Food Credit Facility. **Program Record Number:** FIN IFD 635

### Foreign Ownership and Control in the Canadian Economy

**Description:** Information on the extent of foreign ownership and control in sectors of the Canadian economy and policies in this area. **Topics:** Foreign ownership and control of the Canadian economy – industries; international policies. **Program Record Number:** FIN IER 555

### Francophone Relations

**Description:** Information on meetings held inside and outside Canada. **Topics:** Meetings. **Program Record Number:** FIN IFD 633

### General Agreement on Tariffs and Trade (GATT)

**Description:** Information on the preparation of detailed positions on tariff matters, customs valuation and the conduct of negotiations on multilateral trade issues under the GATT/WTO. **Topics:** Multilateral trade negotiations; Article XXVIII renegotiations; consolidations of, and rectifications and modifications to, Canada's GATT/WTO schedule on tariff bindings. **Program Record Number:** FIN TAR 690

### General Agreement on Tariffs and Trade (GATT)/WTO

**Description:** Information on the development of policies, negotiations, decisions, reports, meetings on the General Agreement on Tariffs and Trade (GATT). **Topics:** Articles of Agreement; GATT and United Nations Conference on Trade and Development (UNCTAD) Centre; administration; committees and conferences; Kennedy Round – 1963; Tokyo Round of Multilateral Trade Negotiations – 1973; Multilateral Trade Negotiations (Uruguay) 1986. **Program Record Number:** FIN IER 570

### International Economic and Financial Relations

**Description:** General information on international economic and financial relations, including conferences and meetings. **Topics:** Financial relations with other countries (G-24); Economic Summit, G7, APEC Finance Ministers, Western Hemisphere Finance Ministers. **Program Record Number:** FIN IFD 605

### International Economic Relations

**Description:** Information on the conduct and formulation of specific trade policies. **Topics:** Agreements – GATT; WTO; FTA; NAFTA; APEC; Chilean Access; FTAA; automotive agreement, relations with other countries; Canadian customs and tariffs; Canadian International Trade Tribunal (CITT) – references/studies; commodities – textile- footwear,

foreign countries; conferences, committees and meetings – bilateral trade and economic relations; countervailing duties – Canadian, international, United States; economic sanctions; emergency surtaxes; international commodity groups; foreign direct investment, countries, review process; relations with FAITC; Special Import Measures Act – subsidies; countervail; antidumping; government procurements; safeguards measures; Services. **Program Record Number:** FIN IER 550

### International Energy Matters

**Description:** Information on the development of policies on international relations, projects and organizations dealing with energy. **Topics:** International energy conferences; International Energy Agency (IEA); Organization of Petroleum Exporting Countries (OPEC). **Program Record Number:** FIN IER 585

### International Financial Institutions

**Description:** General information on the administration, policies and programs of international financial institutions and the Canadian government's position on their policies and programs. **Topics:** International Centre for Settlement of Investment Disputes (ICSID); Multilateral projects; International Bank for Reconstruction and Development, Inter-American Development Bank, African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, International Finance Corporation, Multilateral Investment Guarantee Agency, The World Bank. **Program Record Number:** FIN IFD 640

### International Financial Institutions – Individual Institutions

**Description:** Information on the administration, policies and programs of individual institutions and the Canadian government's position on these policies and programs. **Topics:** African Development Bank (AFDB); African Development Fund (AFDF); Asian Development Bank (ASDB); Asian Development Fund (ASDF); Caribbean Development Bank (CDB); European Bank for Reconstruction and Development (EBRD); Inter-American Development Bank (IDB); International Bank for Reconstruction and Development (IBRD); International Development Association (IDA); International Finance Corporation (IFC); Multilateral International Guarantee Agency. **Program Record Number:** FIN IFD 645

### International Monetary Fund (IMF)

**Description:** Information on the administration, operation and policies of the International Monetary Fund and Canada's participation in it. **Topics:** Bretton Woods Institutions – annual meetings; policy; administration; directors; financial operations (including the Enhanced Structural Adjustment Facility); facilities of the IMF; gold; quotas; special drawing rights; interim committee; Group



of Ten; international liquidity; publications and reports; relations with Canada and other countries. **Program Record Number:** FIN IFD 600

### International Organizations

**Description:** Information on the policies, programs and reports on the activities of international organizations and the Canadian government's position on their policies, programs and reports. **Topics:** International satellite communications; Organization of American States (OAS) – conferences and meetings. **Program Record Number:** FIN IFD 650

### International Organizations

**Description:** Information on the administration, operations and policies of international organizations dealing with international economic relations. **Topics:** United Nations; European Communities; Euratom; European Free Trade Area; European Coal and Steel Community; European Economic Community; common markets; free trade areas; North Atlantic Free Trade Area; Organization for Economic Co-operation and Development (OECD) – administrative matters, financial matters, general policy matters, committees and agencies; World Trade Organization; APEC. **Program Record Number:** FIN IER 560

### International Programs

**Description:** General information on programs and events in developing countries. **Topics:** Payments made in respect of multilateral debt reduction agreements; Paris Club. **Program Record Number:** FIN IFD 615

### International Trade

**Description:** General information on the conduct of trade between Canada and other countries. **Topics:** Trade of other countries; trade reports on Canadian trade with other countries (i.e. TPRM); trade with individual countries. **Program Record Number:** FIN IER 575

### Multilateral Co-ordination of Aid and Financing

**Description:** Information on international programs and projects to furnish financial and other help to countries to develop their industries and resources. **Topics:** Development assistance programs – inter-governmental groups, United States of America; Organization for Economic Co-operation and Development (OECD) – Development Assistance Committee (DAC), Development Centre, meetings, private flow, programs, working parties and groups, Export Credits Group, documents; OECD Arrangement on Guidelines for Officially supported Export Credits; Practices of other export credit agencies. **Program Record Number:** FIN IFD 660

### Organization for Economic Cooperation and Development (OECD)

**Description:** Information on the activities of the OECD, including reports, analysis and positions of Canada with respect to activities of specific committees. **Topics:** Conferences, committees and meetings – Economic and Development Review Committee, Economic Policy Committee, Executive Committee in special session, Trade Committee, CIME, CMIT; MAI. **Program Record Number:** FIN IER 556

### Other Import Measures

**Description:** Other information on the importation of goods into Canada, including information on the preferential treatment accorded to some countries, specific commodities, customs tariffs and duties and the government agencies which administer these tariffs and duties. **Topics:** International Commodity Group; Canadian customs; Canadian customs tariff; Canadian International Trade Tribunal; generalized system of preferences – country files. **Program Record Number:** FIN TAR 595

### Special Import Measures

**Description:** Information on measures in respect of the importation of subsidized or dumped goods. **Topics:** International anti-dumping; international countervailing duties; Special Import Measures Act; emergency surtaxes; Canadian International Trade Tribunal; commodities; Canadian countervailing duties; low-cost imports. **Program Record Number:** FIN IER 590

### Tariff Items

**Description:** Information such as representations from industry for specific changes in rates of duty for individual tariff items or classes of items, rules of origin, concessionary codes, harmonized system. **Program Record Number:** FIN TAR 700

### Tariffs

**Description:** General information on the development of policies on customs tariffs and trade, including acts, legislation and agreements. **Topics:** Tariff policy; tariff simplification; bilateral and multilateral trade agreements; surtaxes; remissions and drawbacks; preferences for developing countries; marking of imported goods; Canadian International Trade Tribunal; Orders in Council. **Program Record Number:** FIN TAR 675

### United Nations

**Description:** Information on the administration, policies and programs of the United Nations and the Canadian government's position on these policies and programs. **Topics:** Economic Commissions – Europe, committees; United Nations General Assembly committees – ad



hoc, economic and social, Fifth Administrative and Budgetary – sessions; United Nations High Commissioner for Refugees (UNHCR); International Economic Order; Law of the Sea and Ocean Dumping Convention; peacekeeping operations; programs; United Nations Secretariat; Security Council; specialized agencies; financial operations. **Program Record Number:** FIN IFD 665

### United Nations Agencies

**Description:** Information on the administration, policies and programs of the agencies of the United Nations and the Canadian government's position on these policies and programs. **Topics:** United Nations Conference on Trade and Development (UNCTAD) – administration, committees and conferences, financial operations; UNCTAD Trade and Development Board – Permanent Committee, sessions, transfer of technology; United Nations Development Programs (UNDP) – administration, financial operations, Governing Council; Economic and Social Council (ECOSOC) – commissions, standing committees, Science and Technology; subsidiary bodies – Trans-national Corporation; United Nations Educational, Scientific and Cultural Organization (UNESCO); United Nations Environmental Program (UNEP) – Governing Council; Food and Agricultural Organization (FAO) – administration, committees, conferences and meetings, Council; financial operations, publications; United Nations Fund; United Nations Fund for Africans; United Nations Fund for Drug Abuse Control (UNFDAC); United Nations Fund for Population Activities (UNFPA); United Nations Industrial Development Organization (UNIDO) – administration, conferences and meetings, Industrial Development Board; Inter-governmental Maritime Consultative Organization (IMCO) – administration, committees; International Atomic Energy Agency (IAEA) – administration, conferences and meetings, financial operations, nuclear power; United Nations International Children's Emergency Fund (UNICEF); International Civil Aviation Organization (ICAO); International Fund for Agricultural Development (IFAD); International Labour Organization (ILO) – administration, conferences, financial operations, governing body, programs; International Telecommunications Union (ITU); Pan-American Health Organization (PAHO); United Nations Relief and Works Administration (UNRWA); Universal Postal Union (UPU); World Food Program (WFP) – committees; World Health Organization (WHO) – administration, financial operations; World Health Assembly; World Meteorological Organization (WMO) – administration; World Tourism Organization (WTO) – transformation. **Program Record Number:** FIN IFD 670

## Tax Policy Branch

### Budgets

**Description:** Information on the preparation and tabling of the federal government's budget. **Topics:** Bills; background technical and policy information; Minister's briefing notes; enquiries. **Program Record Number:** FIN TPD 710

### Excise Taxes and Duties

**Description:** Information on the excise taxes and duties charged on goods and services. **Topics:** Air transportation; alcohol; tobacco products; tobacco smuggling; motive fuels; energy; jewellery; oil export tax; split-run tax; and Excise Act Review. **Program Record Number:** FIN STD 755

### Goods and Services Tax and Harmonized Sales Tax

**Description:** Information on the operation of the GST/HST. **Topics:** GST/HST treatment of various sectors (including non-profit and charitable organizations); small business issues (including compliance costs); Federal-Provincial issues (harmonization; reciprocal tax agreements); administrative issues (filing; remittances); general operational issues (cash flow; compliance/documentation requirements; import and export issues; industry specific issues); quantitative analysis; environmental issues; application of GST/HST to First Nation; sales tax reform (alternatives to GST). **Program Record Number:** FIN STD 747

### Income Tax

**Description:** General information on the federal Income Tax Act, including material dealing with the development of policies, briefs and submissions from companies, groups and associations, and proposals from the public. **Topics:** Assessments, payments and returns; oil, gas and mining resource projects; briefs and submissions; capital gains and losses; credits; charities; deferred and other income arrangements; excess profits tax; office or employment; partnerships; pensions and retirement plans; Canada Child Tax Benefit; political contributions; – estates and gifts. **Program Record Number:** FIN TPD 715

### Income Tax on Business and Property

**Description:** Information on the federal income tax on business and property, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. **Topics:** Deductions; land and real estate; special cases. **Program Record Number:** FIN TPD 720

## Intergovernmental Taxation

**Description:** Information on policy development and administration of Federal-Provincial Income Tax Collection Agreements and the Reciprocal Taxation Agreements; analysis of issues in the area of federal-provincial tax relations; and policy development and negotiations on First Nation taxation. **Topics:** First Nation Taxation; Federal-Provincial Tax Agreements; Indian tax exemption; First Nation government tax powers. **Program Record Number:** FIN TPB 768

## International Taxation

**Description:** Information on all aspects of international taxation such as tax agreements with other countries and international organizations, taxation matters within other countries, privileges and immunities. **Topics:** Canadian tax agreements with other countries; Canadian tax agreements with the United Kingdom and the United States; international organizations; privileges and immunities within other countries and within the United States; Canada-U.S. comparisons. **Program Record Number:** FIN TPD 731

## Non-resident Taxes

**Description:** Information on the federal income tax on persons, businesses and corporations that are not residents of Canada, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. **Topics:** Business and corporations; personal; withholding tax. **Program Record Number:** FIN TPD 725

## Personal Income Tax

**Description:** Information on federal personal income taxes, including material dealing with the development and evaluation of tax measures and policies. **Topics:** Tax structure; tax expenditures (exemptions, deductions, credits); income maintenance; employment; education; capital gains; retirement savings; charitable donations; special groups (seniors, children, people with disabilities). **Program Record Number:** FIN TPD 730

## Refunds, Credits and Remissions

**Description:** Information on the refund and remittance of overpayments of federal excise and sales taxes. **Program Record Number:** FIN STD 750

## Remissions of Taxes

**Description:** Information on the remission of taxes, corporation income taxes, personal income taxes and all other forms of federal taxes, except sales and excise taxes. **Program Record Number:** FIN STD 735

## Tax Expenditures and Evaluations

**Description:** Information on evaluation of selected tax measures and on consultations and discussions

on tax expenditures and evaluations. **Topics:** Tax expenditures and evaluations. **Program Record Number:** FIN TPB 770

## Tax Policy

**Description:** General information on tax policy and legislation, including reports from Canada Customs and Revenue Agency-Taxation, statistics, Royal Commission reports and studies on the subject of taxation. Information on First Nation taxation in the context of self-government. **Topics:** Royal Commission on Taxation – briefs and submissions, reports and studies; White Paper on Tax Reform – studies; tax expenditures; conferences. **Program Record Number:** FIN TPD 705

## Taxes on Corporations and Shareholders

**Description:** Information on the federal income tax, capital tax and tax incentives on corporations and shareholders, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. **Topics:** Deductions; investment income; reorganizations; securities; special rules (banking); White Paper on Tax Reform – 1987. **Program Record Number:** FIN BIT 765

## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

### Accounts and Accounting

### Acts and Legislation

### Administration

### Administration and Management Services

### Audits

### Budgets

### Buildings

### Buildings and Properties

### Classification of Positions

### Co-operation and Liaison

### Employment and Staffing

### Equipment and Supplies

### Finance

### Furniture and Furnishings

### Human Resources

### Lands

### Occupational Health, Safety and Welfare

### Office Appliances

### Official Languages

### Pensions and Insurance

### Personnel



**Procurement****Salaries and Wages****Staff Relations****Training and Development****Utilities****Vehicles****Personal Information Banks****Access Request Files**

**Description:** This bank contains requests under the Access to Information Act submitted by individuals to access records under the control of the Department of Finance, the replies to such requests and any other information relevant to the processing of the requests.

**Class of Individuals:** Individuals who have exercised their rights under the Access to Information Act.

**Purpose:** This information is compiled to process requests submitted under the Access to Information Act. **Consistent Uses:** The information may also be used to compile statistics in relation to reporting requirements or in relation to studies on developing trends on the use of the legislation. **Retention and Disposal Standards:** Information is retained for two years from the date of the most recent action on file, after which the records are destroyed. **PAC Number:** 86-001 **TBS Registration:** 001888 **Bank Number:** FIN PPU 020

**Applications for Employment**

**Description:** This bank serves as a reference for any applications received from individuals seeking employment with the Department of Finance. These requests usually consist of a letter to which a curriculum vitae is attached and which contain such information as the name, address, education and experience of the individual. **Class of Individuals:** Individuals seeking employment with the Department of Finance. **Purpose:** Applications retained for vacant positions within the Department. **Consistent Uses:** The bank is also used to store information on these individuals. **Retention and Disposal Standards:** The records are retained for two years and are then destroyed. **PAC Number:** 86-001 **Related to PR#:** FIN ADM 920 **TBS Registration:** 001886 **Bank Number:** FIN PPU 010

**Federal Retail Bank Program**

**Description:** Names and addresses of individuals requesting information regarding the Federal Retail Debt Program; includes information on the type of documentation requested. **Class of Individuals:** Members of the general public requesting information on the Federal Retail Debt Program and products. **Purpose:** In the course of processing information requests, the names and addresses of individuals are

recorded as well as the specific information requested. When new information becomes available, updated material can be sent to that individual. **Consistent Uses:** The information is used in the general administration of the Federal Retail Debt Program. The information is also used to consult with bond holders periodically to determine client needs and the level of satisfaction with services provided. **Retention and Disposal Standards:** Files are retained for six years and then destroyed. **TBS Registration:** 005247 **Bank Number:** FIN PPU 035

**Goods and Services Tax (GST)**

**Description:** Names and addresses of individuals and companies requesting information from the Department of Finance regarding the Goods and Services Tax (GST); includes information on the type of documentation requested and the data source of the request (GST Infoline, direct mail campaign). **Class of Individuals:** Primarily people representing Canadian businesses; also members of the general public requesting general information on the GST. In the course of processing information requests, the names and addresses of companies or individuals are recorded as well as the pamphlets they have requested. When new information becomes available that pertains to an individual's request, updated material can be sent to that individual on a selective basis. **Retention and Disposal Standards:** Files are retained for six years and then destroyed. **Related to PR#:** FIN STD 745 **TBS Registration:** 002757 **Bank Number:** FIN PPU 025

**Minister's Correspondence**

**Description:** This bank contains letters addressed to the Minister of Finance and Secretary of State (International Financial Institutions). It relates to individuals who write to Minister of Finance and Secretary of State (International Financial Institutions). **Class of Individuals:** Individuals wishing to comment on the issues of the day. **Purpose:** Letters are sent to the Minister and the Secretary of State (International Financial Institutions). **Retention and Disposal Standards:** Files are retained for five years and then destroyed. **TBS Registration:** 003545 **Bank Number:** FIN PPU 030

**Personal Services Contracts**

**Description:** This bank contains the contracts placed, types of services rendered, length of contracts, money expended, the social insurance number of individuals on contract, the actual contracts and supporting documents. **Class of Individuals:** Individuals hired under personal service contracts by the Department. **Purpose:** The bank is used for accounting, reference and statistical purposes. **Retention and Disposal Standards:** Files are retained for six years and are



then destroyed. **PAC Number:** 86-001 **Related to PR#:** FIN ADM 914 **TBS Registration:** 001885 **Bank Number:** FIN PPU 005

### Privacy Request Files

**Description:** This bank contains requests submitted under the Privacy Act, the replies to such requests and any other information relevant to the processing of the requests. **Class of Individuals:** The general public or employees of the Department who have exercised their rights of access under the Privacy Act. **Purpose:** This information is compiled to process requests submitted under the Privacy Act and to allow individuals to exercise their rights under the legislation. **Consistent Uses:** The bank is used in the compilation of statistics in relation to reporting requirements of the Privacy Act or in relation to studies on the developing trends of requests submitted under the Act. **Retention and Disposal Standards:** Information is retained for two years from the date of the most recent action on file, after which the records are destroyed. **PAC Number:** 86-001 **TBS Registration:** 001887 **Bank Number:** FIN PPU 015

### Classes of Personal Information

In the course of conducting the programs and activities of the Department of Finance, personal information may be accumulated which is not contained in the specific information banks described in this entry. This information exists in a fragmented form throughout the subject files of the Department. This information is stored as part of the general subject files, where records are normally retrieved by the name of the individual or other personal identifier. This form of information is retrievable only if specifics are provided concerning the subject matter, related departmental activity, as well as the date at which the information was received by the Department and to whom it was addressed.

The personal information contained in the subject files is retained for the same period of time as the related subject information and disposed of according to the appropriate record schedules.

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department of Finance and its programs and functions may be directed to:

Information Services  
Department of Finance  
140 O'Connor Street  
Ottawa, Ontario  
K1A 0G5

Tel.: (613) 992-1573

### Reading Room

In accordance with the Access to Information Act, areas on the premises of this institution have been designated as public reading rooms. The addresses are:

Access to Information and Privacy Office  
21<sup>st</sup> Floor, East Tower  
L'Esplanade Laurier  
140 O'Connor Street  
Ottawa, Ontario

Finance and Treasury Board Library  
11<sup>th</sup> Floor, East Tower  
L'Esplanade Laurier  
140 O'Connor Street  
Ottawa, Ontario

# Department of Foreign Affairs and International Trade

## Chapter 53

### General Information

#### Background

The Department of Foreign Affairs and International Trade had its origin in an Act of Parliament in 1909 to deal with Canada's relations with other governments within the British Empire and with foreign states. In 1981, the foreign operations of the immigration service were brought into the Department. In January 1982, there was a fundamental reorganization to include the foreign trade policy and international trade component of the Industry, Trade and Commerce Department. In 1992 the Immigration component of the foreign service was transferred to Employment and Immigration Canada and certain other non-core functions, such as the World Exhibition program and international sport program, were transferred to other departments. In 1993 the Investment Development Division of Investment Canada was merged with the Department.

The Department of External Affairs Act of 1985 set forth the mandate of the Department and provided for a Secretary of State for External Affairs (SSEA) and a Minister for International Trade. The name of the Department was subsequently changed to External Affairs and International Trade Canada. In the fall of 1993 the Department assumed its present title, the Department of Foreign Affairs and International Trade (DFAIT), and the SSEA's title was changed to Minister of Foreign Affairs.

#### Responsibilities

The Department of Foreign Affairs and International Trade has the primary responsibility for the promotion and protection of Canada's interests abroad and the conduct of Canada's relations with other countries. Its legal mandate, as set out in the Department of Foreign Affairs and International Trade Act, RSC 1985, c. E-22, is to:

- conduct all diplomatic and consular relations on behalf of Canada;
- conduct all official communication between the Government of Canada and the government of any other country and between the Government of Canada and any international organization;
- conduct and manage international negotiations as they relate to Canada;
- coordinate Canada's economic relations;

- foster the expansion of Canada's international trade;
- coordinate the direction given by the Government of Canada to the heads of Canada's diplomatic and consular missions and to manage these missions;
- administer the foreign service of Canada;
- foster the development of international law and its application in Canada's external relations.

The Department has four basic roles, which flow from the legal mandate. They are:

- the development and coordination of the Government's international policy;
- advocacy of Canadian interests and values overseas;
- the provision of services to Canadians (trade and investment promotion, securing and improving market access, consular assistance, passports);
- support for other government departments and agencies abroad (including provincial governments).

#### Legislation

- Asia-Pacific Foundation of Canada Act, RSC 1985, c. A-13
- Canada Shipping Act, RSC 1985, c. S-9, s. 632.4
- Canada-Chile Free Trade Agreement Implementation Act, S.C. 1997, c. 14
- Canada-Israel Free Trade Agreement Implementation Act, S.C. 1996, c. 33
- Canada-United States Free Trade Agreement Implementation Act, RSC 1988, c. 65, ss. 1 to 7 and Parts I and V
- Canadian Commercial Corporation Act, RSC 1985, c. C-14
- Canadian Environmental Assessment Act, SC 1992, c. 37, ss. 40, 47, 58
- Canadian Laws Offshore Applications Act, SC 1990, c. 44, s. 10
- Canadian Security Intelligence Service Act, RSC 1985, c. C-23, ss. 13, 14, 16, 17, 19
- Chemical Weapons Convention Implementation Act SC 1995, c. 25
- Citizenship Act, RSC 1985, c. C-29, ss. 3, 23
- Coasting Trade Act, SC 1992, c. 31, ss. 3, 17
- Criminal Code, RSC 1985, c. C-46, ss. 7, 57, 477.4
- Cultural Property Export and Import Act, RSC 1985, c. C-51, ss. 4, 17, 39

- Customs Tariff, RSC 1985, c. C-54.01, s. 59
- Department of Foreign Affairs and International Trade Act, RSC 1985, c. E-22; 1995, c. 5
- Excise Tax Act, RSC 1985, c. E-15, s. 68.3
- Export and Import Permits Act, RSC 1985, c. E-19
- Export Development Act, RSC 1985, c. E-20
- Food and Agriculture Organization of the United Nations Act, RSC 1985, c. F-26
- Foreign Enlistment Act, RSC 1985, c. F-28, s. 7
- Foreign Extraterritorial Measures Act, RSC 1985, c. F-29, s. 5
- Foreign Missions and International Organizations Act, SC 1991, c. 41
- Fort-Falls Bridge Authority Act, SC 1970-71-72, c. 51
- Immigration Act, RSC 1985, c. I-2, s. 116
- International Boundary Waters Treaty Act, RSC 1985, c. I-17
- International Centre for Human Rights and Democratic Development Act, RSC 1985, c. I-17.3. (RSC 1985 (fourth supplement) c. 54)
- International Development (Financial Institutions) Assistance Act, RSC 1985, c. I-18
- International Development (Financial Institutions) Assistance Act, SC 1981-82-83, c. 73
- International Development Research Centre Act, RSC 1985, c. I-19
- Motor Vehicle Transport Act, 1987, RSC 1985, c. M-12.01, s. 17
- Mutual Legal Assistance in Criminal Matters Act, RSC 1985, c. M-13.6, s. 6
- National Transportation Act, 1987, RSC 1985, c. N-20.01, ss. 86, 156
- North American Free Trade Agreement Implementation Act, SC 1993, c. 44, s. 1 to 9 and Parts I and II
- Northern Pipeline Act, RSC 1985, c. N-26
- Privileges and Immunities (NATO) Act, RSC 1985, c. P-24
- Prohibition of International Air Services Act, RSC 1985, c. P-25
- Rainy Lake Watershed Emergency Control Act, SC 1939, c. 33
- Revolving Funds Act, RSC 1985, c. R-8, s. 4
- Roosevelt Campobello International Park Commission Act, SC 1964-65, c. 19
- Skagit River Valley Treaty Implementation Act, SC 1984, c. 11
- Special Economic Measures Act, SC 1992, c. 17
- Special Import Measures Act, RSC 1985, c. S-15, Parts I.1 and II
- State Immunity Act, RSC 1985, c. S-18, ss. 9, 14, 15
- Teleglobe Canada Reorganization and Divestiture Act, SC 1987, c. 12, s. 8
- Territorial Sea and Fishing Zones Act, RSC 1985, c. T-8, except for s. 6
- The Geneva Conventions Act, RSC 1985, c. G-3, ss. 6, 9
- Treaties of Peace; Austria, Germany, SC 1919 (second session), c. 30; Bulgaria, SC 1920, c. 4; Hungary, SC 1922, c. 49, SC 1948, c. 71 and SC 1950, c. 50, s. 10; Italy, Romania, Finland, SC 1948, c. 71 and SC 1950, c. 50, s. 10; Japan, SC 1952, c. 50; Turkey, SC 1922, c. 49
- United Nations Act, RSC 1985, c. U-2
- World Trade Organization Agreement Implementation Act, SC 1994, c. 47, ss. 1 to 7 and Parts I and III

## Organization

The Department has two Ministers (the Minister of Foreign Affairs and the Minister for International Trade) and three Secretaries of State (for Asia Pacific; for Latin America and Africa; and for Western Economic Diversification and La Francophonie). The responsibilities of the two Ministers extend beyond this Department: the Minister of Foreign Affairs is also responsible for the International Development Research Centre, the International Joint Commission and the International Centre for Human Rights and Democratic Development. The Minister for International Trade is responsible for the Export Development Corporation, the Canadian Commercial Corporation, the North American Free Trade Agreement (NAFTA) Secretariat, and the Northern Pipeline Agency Canada.

## Canadian Foreign Service Institute (CFSI)

The Institute plans and delivers training and development programs to Departmental employees. The programs are designed to improve the effectiveness of employees in the delivery of the Department's programs in Canada and internationally and to facilitate career development. They include training in official and foreign languages, intercultural effectiveness and a broad range of skills and practices related to DFAIT's business lines. Organizational development services are also provided to assist the Department in managing change.

## Communications Bureau (BCD)

The Communications Bureau consists of the Media Relations Division, the Foreign Policy Communications Division, the Trade Communications Division, the Communications Programs and Outreach Division, the Communications Services Division and the Public Environment Analysis Unit. The Bureau is responsible



for increasing awareness and understanding of Canada's foreign policy and international trade agenda, and of the Department's role in shaping and carrying out that agenda; supplying quality communications advice to ministers and officials on issues, events and initiatives; ensuring Canadian and foreign media, as well as other groups and individuals, receive timely and accurate information; operating anti-drug, outreach, speaker and other communications programs; providing the Department with public opinion research and analysis; and promoting public understanding of the historical background of Canadian foreign relations.

### Consular Affairs Bureau (JPD)

The Consular Affairs Bureau has the sole responsibility for the provision of assistance to and protection of Canadians in other countries. In carrying out that mandate, it operates through staff at Canadian missions abroad as well as through five headquarters divisions consisting of: Case Management, Emergency Services, Program Services, Informatics Services, and Communications and Training. All divisions are under the direction of a Director General. The Bureau sets overall policy for the delivery of consular services, manages cases in cooperation with missions, establishes service standards, manages the cost recovery program, delivers passport and citizenship services overseas, manages the 24-hour, 7-days-a-week departmental/consular operations centre and ensures the application of the Vienna Convention on Consular Relations and related multilateral and bilateral agreements to its consular activities.

### Economic Policy Bureau (EED)

The Bureau is responsible for the development and coordination of Canada's positions on international economic and development assistance issues, including G8 Economic Summits, the OECD and APEC. It is also responsible for research and analysis for policy options on Canada's international trade and economic agenda. It consists of three divisions: International Economic Relations and Summit Division; Economic Relations with Developing Countries Division; and Trade and Economic Analysis Division.

### Executive Services (DCD)

The objective of this Bureau is to provide dedicated one-stop support to our two Ministers and three Secretaries of States. It is composed of three divisions: DCL (Cabinet and Parliamentary Liaison); DCP (Access to Information and Privacy issues); DCC (Ministerial Correspondence). It also acts as a focal point on regulatory matters and policies and, as Secretariat to the Departmental Executive Committee.

### Export and Import Controls Bureau (EPD)

The authority to control the export and import of goods and technology through the Export and Imports Permits Act (EIPA) is the basis of the Bureau's foreign and domestic policy mandate. The Act sets out criteria to govern the inclusion of particular goods on an Export Control List and an Import Control List, and provides for the inclusion of particular countries on an Area Control List applicable to exports. Control over the flow of goods contained on these lists and to/from these destinations is effected through the issuance or denial of export and import permits. The Act delegates to the Minister of Foreign Affairs the discretion to grant or deny requests for permits, and thus confers on the Minister broad powers to control the flow of goods. The principal role of the Export and Import Controls Bureau is to manage Canada's export and import control regime. This it does through policy development; issue management; processing and issuance of permits; and multilateral and bilateral negotiations.

### Geographic Bureaux

For the conduct of external relations, the world has been divided among eight geographic bureaux, each under a director general. These are: Africa (GGD); Central, East and South Europe (RBD); European Union, North and West Europe (RWD); Latin America and Caribbean (LGD); Middle East, North Africa and Gulf States (GMD); North Asia and Pacific (PND); South and Southeast Asia (PSD); and United States (URD). Each bureau is separated into divisions according to smaller geographic areas, and within the divisions, a country desk approach is normally used. The responsibilities and activities of the geographic bureaux have much in common and are best described together.

Each bureau is responsible for the management and coordination of the full range of relations with its region. Included are the operations of the Canadian posts abroad in its area, their guidance and instruction, the on-going dialogue with them, and the provision and allocation of resources to them. Under the Department of Foreign Affairs and International Trade Act, a head of mission is defined as responsible for the management and direction of the mission and the supervision of the official activities of the various Canadian departments and agencies in the country in question.

The geographic bureaux provide policy advice to Ministers, based on country and regional analysis, and generally are responsible for the handling of bilateral political and economic issues and trade policy with various parts of the world. Each bureau normally manages directly certain core DFAIT programs or "business lines"; for example, "international security and cooperation" or "international business development". In addition, the bureau — with its component divisions — coordinates the delivery within

its area of other departmental business lines, including DFAIT's public affairs, consular and administrative programs, as well as the programs of other federal departments and agencies with major operations overseas. As the main point of contact for the Canadian business community, geographic divisions handle export promotion and country-specific market access issues. Most of them support tourist promotion activities in conjunction with the Canadian Tourism Commission, fairs and trade missions, investment development and science and technology cooperation. They also serve as a point of contact for non-governmental organizations with interests abroad and for foreign diplomatic missions based in Ottawa.

### **Global and Human Issues Bureau (AGD)**

This Bureau is responsible for policy development and coordination of activity in issues which are transnational in nature and contribute to sustainable human development and human security. The Human Rights, Humanitarian Affairs and Women's Equality Division ensures effective monitoring of human rights, women's equality issues world-wide and the effective integration of these considerations into all relevant aspects of bilateral and multilateral relations. It also coordinates the foreign policy aspects of humanitarian affairs and migration and refugee issues. The Bureau is also responsible for departmental coordination of aboriginal affairs and for the activities of the Ambassador for Circumpolar Affairs. The Bureau is responsible for the development of the Government's Human Security Policy and Programme covering five key thematic areas: Protection of Civilians, Peace Support Operations, Conflict Prevention, Governance and Accountability and Public Safety. Aspects of social development, including children's issues, are the responsibility of this Bureau as is the implementation of the Youth International Internship Program. The International Crime Division coordinates international policy development on crime, drugs and terrorism issues.

### **Human Resources Policy and Operations Bureau (HRD)**

HRD is responsible for the departmental HR strategy, and the secretariat for HR strategy implementation. The Bureau is concerned with department-wide policies on classification, staffing, Official Languages, Employment Equity and certain other terms and conditions of employment. It is also responsible for departmental classification operations and the implementation of the Universal Classification Standard (for rotational and non-rotational positions). All non-rotational recruitment, comprehensive consulting services on HR management, human resources policies, classification, staff relations, staffing and training for non-rotational employees,

pensions and insurance plans for Locally-Engaged Staff fall under the jurisdiction of Human Resources Policy and Operations Bureau.

### **Information Management and Technology Bureau (SXD)**

The Bureau provides corporate information management and information technology services to the Department and to other government departments with operations abroad. Through MITNET, the Department's telecommunications service, it provides secure and unclassified voice, facsimile, and data transmission. Through SIGNET, its local and wide-area computer network, it supports e-mail and access to departmental data and applications for 8,800 Canadian and locally-engaged staff around the world, thereby supporting the production, retrieval and delivery of timely information to staff and outside clientele. The Bureau is responsible for the Department's data banks and electronic and conventional registries. In addition, the Bureau also is responsible for the DFAIT Government-On-Line Project Office, putting key departmental services for Canadians on-line. The Bureau provides the infrastructure supporting the various departmental web sites; these sites are already attracting 1 million hits a month, providing increased on-line public access to departmental information. As Chief Information Officer, the Bureau's Director-General also coordinates planning, standards and policies for all information management and technology operations across the Department.

### **International Cultural Relations Bureau (ACD)**

This Bureau promotes Canada abroad and helps achieve foreign policy and trade objectives by assisting Canadian scholars and artists to undertake international activities. It assists Canadian cultural and education industries by promoting and facilitating the exports of cultural goods and services and education services in cooperation with the cultural industries and education sectors. It is responsible for promoting Canadian Studies abroad; monitoring and coordinating Canadian representation at international education conferences; supporting international youth and cultural personalities exchange; and promoting abroad Canadian education and training goods and services. It provides funding for international tours by Canadian performing artists, writers and film directors, supports exhibitions abroad of Canadian visual art at leading museums and galleries and important international Biennales. It also provides support to Canadian missions abroad in delivering cultural services. Information on Bureau programs and activities may be found on the Internet at: [www.dfait-maeci.gc.ca](http://www.dfait-maeci.gc.ca).



## International Organizations Bureau (IMD)

This Bureau coordinates Canada's participation in the United Nations and most of the specialized agencies and institutions that form part of the UN system. It is also responsible for coordinating Canada's multilateral relations with the Commonwealth and Canada's role and activities in la Francophonie.

## International Security Bureau (IDD)

The International Security Bureau is the focal point of the Department's efforts concerning the Government's foreign policy objective of protecting Canadian security, within a stable global framework. The Bureau encompasses policy and operational responsibilities for non-proliferation, arms control and disarmament; regional security and peacekeeping; nuclear safety; North American and Euro-Atlantic security and defence relations.

## Legal Affairs Bureau (JCD)

The main functions of the Legal Affairs Bureau are to promote the development of international law and dispute settlement mechanisms as instruments for peaceful change and the effective conduct of Canada's international relations. The areas of priority are: economic and trade law, international peace and security, state sovereignty and extraterritoriality, human rights law, international criminal law, environmental law, law of the sea, and services to the public.

## Office of Protocol (XDX)

The Chief of Protocol is the principal point of contact between the Government of Canada and foreign representatives accredited to Canada. The Office of Protocol is responsible for the accreditation and appointment of foreign diplomatic and consular representatives to Canada and of Canadian heads of diplomatic and consular missions to other countries. The Office manages all questions of privileges and immunities in respect to both foreign representatives in Canada and Canadian representatives abroad, as set out in the Foreign Missions and International Organizations Act, the State Immunity Act and the Vienna Conventions on Diplomatic and Consular Relations. The Office plans, organizes and manages state and official visits to Canada and participates in the logistical planning and conduct of travel abroad by the Governor General, the Prime Minister, the Minister of Foreign Affairs and the Minister for International Trade. The Office also organizes, arranges, and manages official hospitality functions for the Prime Minister, ministers and senior officials of this and other departments at Foreign Affairs Headquarters, at 7 Rideau Gate, the official Government guest house, and elsewhere in Canada and abroad.

## Office of the Inspector General and Internal Audit and Evaluation (SIX)

The office of the Inspector General serves senior management of the Department by conducting a range of independent reviews, including Audits and Evaluations, at headquarters and Missions. Its purpose is to encourage accountability and improvements in Departmental management of processes and operations. The OIG's principal information holdings are reports of reviews performed.

## Passport Office (JWD)

The Passport Office, a Special Operating Agency of the Department of Foreign Affairs & International Trade, finances its operations entirely from the fees generated by passport services. Its administrative headquarters are located in Hull. The agency operates issuing offices (mail and personal service) in Hull and personal service counters at 28 regional offices across Canada. It also develops, promulgates, and monitors entitlement and issuance policies and procedures for application within Canada as well as at missions abroad.

## Personnel Management Bureau (HPD)

The Bureau is concerned with the management of the Department's human resources through the recruitment, assignment, and promotion processes as these principally affect rotational personnel. It is also responsible for the negotiation and administration of the Foreign Service Directives, spousal issues, and all questions concerning the relocation of personnel in and out of Ottawa.

## Physical Resources Bureau (SRD)

The Bureau is a Special Operating Agency which is responsible for the Department's Long Range Capital Program, including property renovations, construction, purchases and disposals as well as Chancery and Official Residence lease renewals and moves. The Bureau develop and interprets property and materiel policy, coordinates property program planning, and provides a broad range of maintenance, interior design, purchasing, and shipping services for missions. The Bureau also provides administrative services in the areas of materiel management, accommodation, mail and distribution services.

## Policy Planning (CPD)

The Planning Secretariat provides general and specialized policy support to the Department. It is responsible for ensuring consistency and coherence across the whole range of Canadian foreign policy through the analysis, evaluation and development of policy, and by carrying out a number of specific policy



tasks, such as the coordination of political input for G8 Summit. CPD now includes the Canadian Centre for Foreign Policy Development, which manages a program to engage Canadians on foreign policy issues and policy development. The Centre contributes financially to public project proposals, commissions policy options papers, organizes events and roundtables and publishes and disseminates project reports, papers and teaching aids. It organizes an annual National Forum on Canada's international relations.

## Corporate Finance, Planning and Systems Bureau (SMD)

The bureau is comprised of three divisions. The Planning, Program Analysis and Budgeting Division (SMP) provides analysis and advice to the Executive Committee on program planning and resource allocation matters; negotiates with central agencies the size of the Department's budget; coordinates the preparation of the Department's submissions to Treasury Board and its Estimates; prepares DFAIT's annual reports on Plans and Priorities and its Departmental Performance Report to Parliament; and oversees the Department's provision of common services in support of other departments' operations at missions abroad.

The Financial, Compensation and Contracting Services Division (SMF) is responsible for domestic and foreign operations for the Department and other government departments engaged in foreign operations; the administration of compensation and benefits for departmental employees; and for the operation of a centre of expertise dedicated to the management of service contracts for the department.

## Security and Intelligence Bureau (ISD)

The Bureau is responsible for providing timely and critical intelligence on world events, assuring the protection of Canadian personnel and their families, the safeguard of government premises and assets and the promotion and protection of Canadian national interests. The Bureau is also responsible, as the National Security Authority, for overseeing the security of all NATO classified matter conveyed to Canada and for Communication Security (COMSEC). The Foreign Intelligence Division provides, inter alia, information support for Department operations and ensures the coordination of intelligence activities with other Canadian agencies and foreign governments. The security divisions are responsible for all aspects of physical and technical security and personal safety at headquarters and abroad. This includes the security of buildings, information and information technology, security measures at headquarters and abroad, personnel security, clearances and investigations and security education.

## International Business Development Branch (TBD/TCDB)

- manages medium to long-term strategic planning for international business development (IBD);
- recommends appropriate allocation of IBD resources, both human and financial;
- manages the Program for International Business Development (PIBD) fund which supports the international business development efforts of Canadian business;
- manages DFAIT's participation in Team Canada Inc(TCI), the entity responsible for government-wide management of International Business Development resources;
- manages Canada's Export Awards program which recognizes and celebrates international trade achievements of Canadian companies.
- manages the Program for the Development of International Business Studies (PDIBS) which provides funding to university-based international business centres across Canada;
- manages the Minister's Challenge Cup Presentation which is a part of the Dalhousie International Business Case Competition;
- coordination of the International Business Internship Programs which is funded by the Canada/Atlantic Provinces COOPERATION Agreement on International Business Development and participating companies;
- provides input in the management of the Regional trade networks and plans through the International Trade Centres (ITCs);
- negotiates and maintains federal-provincial-territorial partnerships agreements;
- serves as DFAIT's focal point regarding the advancement of Canadian international science and technology (S& T) objectives;
- serves the export needs of SMEs as well as the special requirements of women, aboriginal and youth entrepreneurs;
- manages Canada's business development strategy for International Financial Institutions;
- manages use of Canada Account financing;
- is the focal point for the Export Development Corporation (EDC) and the Canadian Commercial Corporation (CCC);
- develops and implements policies, performance and service standards for the Trade Commissioner Service;
- provides client service guidelines, best practice tools, advice and training to help 500 trade officers at over 130 Canadian posts around the world facilitate the efforts of Canadian business abroad;

- measures the performance of the Trade Commissioner Service and seeks to continuously improve the service based on feedback from clients;
- manages an outreach program across the country to talk to Canadians and businesses about the benefits of international trade, inform them of trade opportunities, and to explain how the Trade Commissioner Service can help firms interested in international business development;
- maintains the public InfoExport web site [www.infoexport.gc.ca](http://www.infoexport.gc.ca) which provides fast and easy access to hundreds of market studies and electronic service delivery;
- markets the Trade Commissioner Service to the public using different mediums;
- the Market Support Division provides assistance to industry associate clients through:
  - production and dissemination of country and region-specific market studies,
  - partnerships with national industry association,
  - and offers of support through referrals, research and promotional activities;
- operates the International Business Opportunities Centre (IBOC) to direct solid trade leads to Canadian firms capable of filling overseas requirements;
- manages the Program for Export Market Development (PEMD) in support of international business development initiatives of Canadian companies and industry associations;
- designs and operates world-wide WIN/Client Management Services, encompassing sourcing, trade planning and client management and tracking functions;
- coordinates the Team Canada trade missions led by the Prime Minister and the Minister for International Trade.

### **Trade Policy I: General Trade Policy Bureau (EAD) – Trade Policy II: Services, Investment and Intellectual Property Bureau (EBD)**

The two Bureaux work closely together and collectively are responsible for all aspects of Canadian trade policy, including the management of trade disputes.

Trade Policy Bureau I is responsible for maintaining a broad oversight of issues related to trade in goods. The Director General of Trade Policy Bureau I also serves as Canada's Coordinator for the North American Free Trade Agreement (NAFTA), responsible for managing Canada's participation in the NAFTA and its institutions. In addition, the Director General is responsible for the negotiation of regional and bilateral trade agreements, including the Free Trade Agreement of the Americas

(FTAA) and the Canada-Costa Rica Free Trade Agreement, as well as for the ongoing management of bilateral trade agreements with Chile and Israel.

Trade Policy Bureau II is responsible for maintaining broad oversight of issues related to trade in services, as well as for the so-called new issues in international trade – culture, intellectual property, new technologies, electronic commerce, telecommunications, investment, competition, government procurement and corporate social responsibility. The Director General serves as Chief Negotiator for free trade negotiations with the European Free Trade Association (EFTA). The Director General of Trade Policy Bureau II also maintains an overview of Canada's participation in the World Trade Organization (WTO) and the trade-related work of the Organization for Economic Cooperation and Development (OECD).

The Trade Policy Bureau I comprises the following four divisions: Trade Policy Planning; Trade Remedies; Technical Barriers and Regulations; and Tariffs and Market Access. The Trade Policy Bureau II also comprises four divisions: Investment Trade Policy; Information and Technology Trade Policy; Services Trade Policy; and Trade Policy Consultations and Liaison. This last division supports the work of industry Sector Advisory Committees on International Trade (SAGITs), coordinates a permanent forum for consultations with the provinces and assists other divisions in the planning and conduct of public consultation processes.

### **♦ Headquarters organization**

The Department is headquartered in Ottawa but operates throughout Canada via local and regional passport offices and through its network of trade commissioners in regional offices. Below the deputy minister level, the Department is organized by function, by geography and for corporate services at the assistant deputy minister level and is supported by the Legal Adviser and Planning Secretariat. There are special ambassadors, based in Ottawa, for specific subjects such as Fisheries Conservation, the Environment, Air Negotiations and Circumpolar Affairs. The present headquarters structure came into effect in September 1996.

The functional Assistant Deputy Ministers (International Business and Communications, Trade and Economic Policy, Global and Security Policy) are accountable for developing coherent, effective global policies and initiatives to achieve worldwide the objectives of the government's foreign policy. The geographic Assistant Deputy Ministers (Asia Pacific and Africa; Americas; Europe, Middle East and North Africa) are accountable for the implementation of objectives within their respective regions and ensuring that policies and



initiatives are consistent with the development and maintenance of effective and coherent relationships between Canada and each country.

The Department is divided into a number of bureaux, as listed below alphabetically, each headed by a director-general. The bureaux in turn are separated into divisions, each under a director. There are also some divisions and work units that do not form part of bureaux. The acronyms by which each major unit is known is shown after the name.

### ♦ Missions abroad

Outside Canada, the Department operates through a network of 129 missions and 33 offices in 107 countries. Overseas representation also exists through a number of honorary consuls. Details of missions abroad can be found in the publication *Canadian Representatives Abroad*, issued annually.

Bilateral missions are accredited to specific countries. They include larger missions that provide a full range of services within the business line framework and smaller missions that specialize in specific services, including those of other government departments such as CIDA and Citizenship and Immigration.

Multilateral missions serve Canadian interests in specific international organizations such as the World Trade Organization (WTO), the North Atlantic Treaty Organization (NATO), the United Nations (U.N.) and the U.N. Educational, Scientific and Cultural Organization (UNESCO), the Organization for Economic Co-operation and Development (OECD), the European Union (E.U.), and the Organization of American States (OAS). Missions also provide support to other government departments, including financial management, accommodation and property management, materiel management, communications, information management, personnel management of locally engaged staff, transportation and security.

Council of Ministers of Education, Canada; international marketing of educational goods and services. **Topics:** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits, exchange of persons; fairs and exhibitions; trade; universities; colleges; education associations; awards, scholarships, fellowships; assistance to Canadian firms and institutions.

**Program Record Number:** FAI ACD 150

### Agri-Food, Fish and Resource Products

**Description:** This class covers information relating to the production and marketing, nationally and internationally, of agricultural, fish, processed food, forest, mining and chemical products, including world market situations and the general economic development of such Canadian industries. Also included is the Bureau's involvement with various associations and organizations from the public and private sectors and other countries; trade missions, visits, trade fairs, grants, loans and contributions and programs designed to assist the industries in the development and marketing of their products. **Topics:** Agricultural products; feed; fresh fruits and vegetables; pulses; seeds; tobacco; livestock; meat; dairy products; grocery products; baked goods; beverages; processed foods; fur products; international commodities; lumber; plywood; panel products; timber frame construction; log homes; pulp and paper; ferrous and non-ferrous metals; peat moss; ceramic materials; metal powders; asbestos; potash; chemical fertilizers; pesticides; pharmaceuticals; biological reagents; synthetic resins; polymers; industrial chemicals; adhesives. **Program Record Number:** FAI TBD 035

### Agriculture and Commodity Policy

**Description:** Information on international aspects of agricultural trade policy and international commodity agreements. **Topics:** Agricultural industry; food and agriculture; commodity trade; policy and plans; organizations and conferences; treaties and agreements; schools and training; visits. **Program Record Number:** FAI EAD 070

## Information Holdings

### Program Records

#### Academic Relations

**Description:** Administration of awards, scholarships, and fellowships offered by the Canadian government to nationals of certain countries; administration of international Canadian Studies programs, relations with foreign and Canadian academics and educational institutions, international coordination of youth exchange programs; management of international educational interests multilaterally or bilaterally in cooperation with the

#### Arms Control and Disarmament

**Description:** Information on various issues involved in formulating advice and recommendations on policy and positions intended to control the arms race. **Topics:** Policy and positions; reports and statistics; public opinion in Canada, public opinion abroad; treaties and agreements; international organizations and conferences; legislation and regulations; measures; plans and proposals; control and verification; cut-off, use and transfer of fissionable material; reduction and elimination of nuclear weapons and nuclear weapons carriers; reduction and elimination of chemical and biological warfare (CBW) weapons; reduction of conventional armaments and armed forces; military



budgets; foreign bases; transition from stage to stage of disarmament; outer space; reduction of the risk of war; disengagement and denuclearized zones; comprehensive test ban and disarmament studies and research; suspension of nuclear tests — policy and positions, treaties and agreements; organizations and conferences, plans and proposals; nuclear war; legal aspects; economic and social consequences; publication of the periodic Disarmament Bulletin.

**Program Record Number:** FAI IDD 125

### Arts Promotion

**Description:** Information on the promotion of cultural relations between Canada and other countries and on international cultural policy issues and programs.

**Topics:** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; fairs and exhibitions; cultural centres; cultural information; book presentations; libraries and literature; architecture; visual arts; performing arts; culture and history.

**Program Record Number:** FAI ACD 155

### Canadian Foreign Service Institute

**Description:** Information on training and professional development programs, including needs analysis, curricula, course materials, resource and general research information. **Topics:** Current policy and practice in the work of entry-level and junior officers, supervisors, mid-level officers, heads of mission, and administrative and technical staff; foreign and official language training; leadership training; intercultural training; general administration training; information management and technology training; financial, property and personnel management training; distance learning; management of training budgets and training facilities; performance measurement. **Program Record Number:** FAI CFS 173

### Capital Projects and Secondary Industries

**Description:** Information on International Financial Institution and capital projects. On federal policies and issues relating to international marketing and export trade development. Information on government education, training and counselling programs for companies interested in international markets as well as on international business studies at Canadian universities. A wide array of sectoral and country-based market studies and reports. Federal government incentive and assistance programs related to export marketing. Information on international transportation services. Information on the development of export marketing strategies. Program for Export Market Development (PEMD) and industry associations. Canadian Commercial Corporation, Export Development Corporation and export financing. Canada Export Awards and International Trade Centres. Most of the above information along with a

wide variety of other useful documents are available through the InfoExport website using the "search" mechanism. [www.infoexport.gc.ca](http://www.infoexport.gc.ca). **Program Record Number:** FAI TCD 040

### Commonwealth

**Description:** Information on the organizational structure and inter-governmental meetings of the Commonwealth and an Canada's participation in Commonwealth programs and activities. **Topics:** Policy; development; membership; Prime Ministers' meetings; inter-governmental conferences; secretariat; Commonwealth ministerial meetings and conferences; functional co-operation and the activities of non-governmental organizations. **Program Record Number:** FAI IMD 120

### Consular Operations

**Description:** Information on Canadian consular operations. **Topics:** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; fee collection and control; services on behalf of other countries; services as a protecting power; registration of nationals; emergency evacuation; government benefits and services; assistance to nationals; assistance through local authorities; offenses, arrests, detentions, conscription of Canadians abroad; merchant vessels and seamen, commercial aircraft and airmen, military personnel, veterans; social security; prisoners of war and civilian internees; death and estates, reunification of families; and visa registration. **Program Record Number:** FAI JPD 024

### Consular Policy

**Description:** Information on Canadian consular policy matters. **Topics:** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; extension of services abroad; social security plans; immigration and citizenship matters; enquiries and complaints; consular conventions and understandings; diplomatic and official visas; coordination of consular programs for posts abroad; consular training; honorary consuls; shipping and seamen; transfer of offenders; deportation; and travel industry. **Program Record Number:** FAI JPD 023

### Cultural Industries Promotion

**Description:** Support for and promotion of export trade interests of Canadian exporters of cultural goods and services. **Topics:** Plans; reports and statistics; treaties and agreements; PEMD- Trade Association program for cultural industries; market studies; association information; internet site; visits, fairs, missions; sector information: aboriginal cultural industries; book publishing; sound recording; multimedia; visual art; craft; museum goods and services; film, broadcasting, television; contact information. **Program Record Number:** FAI ACD 160

## Defence Programs and Advanced Technology

**Description:** This class covers information concerning the policies and procedures on the industrial and trade aspects of high technology and defence programs.

**Topics:** Marine Products and Services; onboard electronics; aircraft; civilian and military aircraft components systems; missile systems; avionics; space-based radar; satellites; 'Build to print'; security; nuclear, biological, and chemical (NBC) defence products; cold weather clothing; vehicles; weapons and ammunition; aircraft R & O and finishing; civilian and defence applications for computer-based technologies, telecommunications/datacommunications; remote sensing; industrial process controls; electronic components; geological and geophysical instrumentation; test and laboratory equipment; electronics; Canada/U.S. Defence Production and Development Sharing Agreements; Research, Development, and Production Agreements with European countries; Defence Economic Relations; Access to U.S. Defence Procurement; Assistance to Canadian companies in defence-related exports; North American Defence Industrial Base Organization; NATO industrial Advisory Group and other infrastructure procurement; Bilateral science and technology (S&T) agreements; liaison with U.N. Agencies, OECD, IIASA, and other multilateral organizations on science; space policy collaboration and marketing; international aspects of S&T related to telecommunications, information technologies, advanced industrial materials, Arctic science and biotechnology; international activities on large science projects; administration of the 'Technology Inflow Program'. **Program Record Number:** FAI TBD 046

## Defence Relations

**Description:** Information on the development and coordination of Canadian foreign and defence policies on issues such as NATO, NORAD and other North American defence issues. **Topics:** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; visits; Canadian forces, foreign forces, defence authorities; visiting forces; bilateral relations — Canada; bilateral relations — other countries; armed forces — policy and procedures, coordination personnel, navy, army, air force, paramilitary forces, uniforms and insignia, decorations, colleges and courses, commemorations and war graves, welfare and entertainment, non-military activities; conventional and nuclear armaments; peacekeeping; defence research; military information; air defence systems; manoeuvres and exercises; bases, installations and related activities; military transportation; communications; military assistance; mobilization for war; outer space. **Program Record Number:** FAI IDD 130

## Domestic Communications

**Description:** Information on activities and materials used to inform Canadians about Canada's foreign policy, international relations and the role of the Department of Foreign Affairs and International Trade.

**Topics:** International affairs awareness; issue and program support; communications plans and strategies; reports and statistics; agreements; visits; requests for information on foreign policy; distribution and special mailings; Foreign Affairs publications; publications of non-governmental organizations; Annual Report; ministerial speeches; news feature articles; videos; news radio features; ethnic, smaller regional and weekly press; media monitoring and analysis; departmental speakers; tours of the Lester B. Pearson Building; press/information kits; Anti-Drug Information Program. **Program Record Number:** FAI BCD 170

## Economic Relations with Developing Countries

**Description:** Information on international economic development, Canada's policy on development assistance and trade policy involving developing countries. **Topics:** Policy, plans and programs; reports and statistics; treaties and agreements; organizations and conferences; legislation; international coordination; project assistance; non-project assistance; technical assistance; food aid; debt; non-governmental organizations. **Program Record Number:** FAI EED 090

## Energy and nuclear

**Description:** Information on questions and negotiations concerning conventional and new forms of energy; international energy policy coordination; nuclear energy, safeguards, international nuclear energy policy coordination, and economic and commercial development. **Topics:** Policy and plans; reports and statistics, co-operation and agreements; organizations and conferences; legislation and regulations; visits; electricity; petroleum and natural gas; conservation; coal; energy research and development; IAEA co-operation; technical assistance and information; research and development; safeguards; export and import; safety standards. **Program Record Number:** FAI IDD 100

## Environment

**Description:** Canadian and international policy and activities in the field of the environment. **Topics:** Policy and plans; reports and statistics; treaties and agreements, organizations and conferences, including the United Nations Conference on Environment and Development, and subsequent events; legislation and regulations; visits; environmental research and development; protection of nature; wildlife and aquatics; prevention of diseases; social development; pollution; pollution by industry; pollution by radiation; land spoliation; air, water and transportation pollution. **Program Record Number:** FAI AED 095



## Export and Import Controls

**Description:** Information relating to government administration of the Export and Import Permits Act and any other related acts and regulations; the Bureau's activities and involvement with individual companies and customs brokers licensed by CCGA in the area of export and import quotas and market restraints; the Bureau's activities in the control of imported and exported commodities; and its dealings with concerned government and non-government agencies. **Topics:** Legislative acts; consultations and negotiations, country agreements, permits and certificates, violations and prosecutions; companies; general correspondence; commodities; policy, injurious imports; textiles, clothing; steels; agricultural products; softwood lumber products; electronic products; other exported items; associations and general economic data; countries; government departments and agencies; associations, statistics and correspondence. **Program Record Number:** FAI EPD 110

## Export Development Programs and Services

**Description:** Information on issues in the international marketing area. Also included is information on federal government programs of export education assistance to business and to export education activities and international business studies at Canadian universities; information on the activities of the federal government in gathering and disseminating market intelligence; information on the development of export marketing strategies for particular foreign country markets; federal government incentive and assistance programs related to export marketing; information on the activities of trading houses; information on international transportation services; information on the development of export marketing strategies; information on future and past Team Canada missions. **Topics:** International marketing strategy, co-operation and liaison; export marketing education; foreign market intelligence; export marketing planning and co-operation; market strategy; programs; Export Trade Month, Export Awards Program, trading houses; policies and plans in the field of transport; activities related to export development; trade development; International Trade Centres; trade information systems including WIN Exports and PEMD. **Program Record Number:** FAI TCD 032

## External Communications

**Description:** Information materials on Canada sent to other countries, including information on Canadian government policies and programs. **Topics:** Policy and plans; reports and statistics; conferences and seminars; visitors to Canada programs; requests for information; foreign press; Foreign Affairs publications; exhibits and displays; films, recordings, transcripts, radio and television programs; promotion and publicity; timely information to posts; and celebrations of anniversaries and international events. **Program Record Number:** FAI BCD 175

## Federal-Provincial-Territorial Relations

**Description:** Information on provincial and territorial involvement in international activities; provincial, territorial or federal-provincial implications for Canadian relations with foreign countries and groupings; the national unity issue as it affects Canada's foreign policy and international relations and; visits abroad by provincial and territorial representatives as well as visits of foreign representatives to Canada. **Topics:** Policy; surveys and reports; treaties and agreements; organizations and conferences; legislation; flow of information to the provinces; visits abroad of provincial and territorial personalities; foreign visitors to Canada; provincial representatives abroad; foreign representatives in Canadian provinces. **Program Record Number:** EAC CFD 003

## Foreign Intelligence

**Description:** Information on foreign political and economic intelligence from other federal departments and agencies, the public media, foreign governments, international organizations and other sources that provides a basis for policy formulation on matters affecting Canada's interests. **Topics:** Political affairs; policy and plans; reports and studies; agreements; organizations and conferences; legislation and regulations; visits; international associations and private organizations; release of information; foreign political parties; foreign personalities; special clearances; liaison arrangements; interviews with Canadian residents. **Program Record Number:** FAI ISD 135

## Foreign Policy Communications

**Description:** Information on programmes and activities to promote Canadian foreign policy domestically and internationally, both to the media audience and the public, in Canada and abroad. **Topics:** Communications strategies and plans; media briefing books; media kits; and press releases. **Program Record Number:** FAI BCD 105

## Francophonie Affairs

**Description:** Information on the multilateral aspects of Canada's relations with French-speaking countries and all institutions of the international Francophonie; formulation and implementation of Canadian policy; coordination of the Canadian contribution to their aid and exchange programs, as well as the establishment and coordination of Canadian participation in various meetings of an official or semi-official nature; intergovernmental conferences; international associations and private organizations. **Topics:** Policy and plans; reports and statistics; treaties and agreements; orientation and development; admission and participation; attitudes of non-member countries; international conferences; secretariat; intergovernmental agencies and private associations; programs and activities; documentation and studies;



aid and development; culture and information; science and technology; education and youth exchange.

**Program Record Number:** FAI IMD 121

### GATT Affairs

**Description:** Information on the coordination and management of Canada's participation in the General Agreement on Tariffs and Trade. **Topics:** Policy; charter; relations; membership; secretariat; financing; public relations; documents; sessions; council meetings; multilateral trade negotiations. **Program Record Number:** FAI TBD 065

### Geographic Branches

**Description:** Information on the formulation and conduct of Canadian policy; the supervision of operations of the diplomatic and consular posts and Canada's relations with the country in which it is situated; bilateral matters involving diplomatic missions of other countries in Canada and policy advice; information on the activities of the branches and involvement with the public and private sectors in Canada's trade relations; the drawing up and negotiating of bilateral and multilateral agreements, acts, regulations, quotas and standards pertaining to Canada's foreign trade. **Topics:** Policy and background; trends in global, international and national affairs; Canadian external policy and relations; foreign policy trends; internal policy trends; guidance to heads of post; reports and statistics; periodic reports; tour reports; treaties and agreements; organizations and conferences; laws; national historical outlines; nationalism; visits; neutralism and non-alignment; peace and non-aggression; intervention and non-intervention; dependent territories; colonialism and imperialism; interim control and surveillance; independence and recognition; political asylum; government, constitution, head of state, cabinet, legislature, judiciary, administration; national symbols; church-state relations; political parties, non-party groups and elections; provincial and municipal affairs; communism; internal security forces; political prisoners; subversion and espionage; demonstrations and riots; coups d'état; disputes and incidents; economic relations; development assistance; bilateral environmental and energy questions; transboundary issues such as pollution; trade relations; exchange of information for the trade sector; international trade relations; associations; clubs and societies; commodities; companies; conferences, seminars, conventions and meetings; committees; co-operation and liaison; economic and political conditions; environmental conditions; international organizations; statistics; taxation and taxes; tourism; transportation; acts, legislation and regulations, food and drug regulations; marketing and labelling acts; standards; agreements; customs and tariffs; financing and aid; Canadian banks and financial institutions; Canadian Commercial Corporation; contracts and tenders; development banks; foreign banks and financial institutions; government financing and aid; investment; international trade; assistance to

exporters and importers; Canadian capabilities and competitiveness; Canadian trade; industrial co-operation; joint ventures; international economic boycotts; programs; selective identification systems for multilateral project opportunities; overseas projects; third country operations; fairs and exhibitions; missions and visitors.

**Program Record Number:** FAI EAD 025

### Industrial Trade Policy

**Description:** Information on trade relations and policies as they relate to domestic industrial policy. **Topics:** Transportation equipment including the importation of automobiles, capital and consumer goods, pharmaceutical and health care products. **Program Record Number:** FAI EAD 075

### Internal Communications

**Description:** Media analysis and communications materials on foreign affairs activities, issues and events, including incoming and out-going visits. **Topics:** Commissioned polling; media analysis on foreign and domestic events including delegations (e.g., Team Canada); media monitoring; communications plans; Qs and As, and media kits/briefing books. **Program Record Number:** FAI BCD 075

### International Economic Relations

**Description:** Information on international and domestic studies; trends and conditions; discussions on international economic policy and relations; macro—economic questions; OECD and APEC activities and Economic Summits; East—West multilateral economic issues, including the EBRD and Economic Commission for Europe. **Topics:** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; budgets; regional economic groupings. **Program Record Number:** EAC EED 080

### International Environmental Affairs Bureau

**Description:** Canadian, regional and global issues, policy and activities in the field of the environment, conservation, non-nuclear energy and sustainable development and the environmental assessment of departmental policies and projects and the "greening" of departmental operations. **Topics:** Policies and plans; reports and statistics; regional and global issues, agreements, organizations and conferences, including the UN Environmental Program, UN Commission on Sustainable Development, WTO Committee on Trade and Environment, OECD, North American Commission on Environmental Cooperation; International Energy Agency, UN Framework Convention on Climate Change/ Kyoto Protocol and the Convention on Biological Diversity with exception of commercial fisheries and nuclear energy. **Program Record Number:** FAI AED 095

## International Finance

**Description:** Information on international finance and monetary matters, the activities of public and private agencies in the field of banking, investment and insurance. **Topics:** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; taxation; public debt; currency; foreign exchange and payments; capital movements; banking; gold; insurance; domestic investment; foreign investment; control of assets; companies and co-operatives; industrial property; multinational enterprises. **Program Record Number:** FAI EBD 085

## Investment — General

**Description:** General information pertaining to investment development, promotion and services activities; general and specific projects committees, conferences, meetings, communications and plans relating to responsibilities carried on by the Investment Bureau. **Topics:** Market Guides; Parinvest; Infoplace Data Base; success stories; Domestic and International Development Plans; Federal, Provincial, Municipal and International government programs Brokerage/ Matchmaking; Alternative Canadian Buyers; Information and Training Sessions; Information Dissemination/Data Base; Contact List/Networking; Seminars, Conventions; Policies and Procedures; Canadian Edge; Canadian apparel. **Program Record Number:** FAI EBD 180

## Investment — Marketing

**Description:** General correspondence and information regarding communications and advertising at the foreign and domestic levels. **Topics:** Communications strategies for Canada and abroad; general and sector targeted advertisements in business magazines, trade journals, periodicals and newspapers; publicity through exhibits, fairs and displays; Investment Canada and investment development program publications; speeches; contracts; external publications; international advertising campaign. **Access:** Files arranged by name of publication and subject. **Program Record Number:** FAI EBD 195

## Investment Co-operation and Liaison — Federal

**Description:** Consultations with other federal departments and agencies on matters pertaining to investment and the development and promotion of investment. **Topics:** Procedures for consultation with other federal departments; federal industrial and economic policies and initiatives; departmental responses concerning the Investment Canada Act; views on federal initiatives that may affect investment or Investment Canada activities. **Access:** Files arranged by department or agency. **Program Record Number:** FAI EBD 165

## Investment Co-operation and Liaison — General

**Description:** Co-operation and liaison activities of an administrative nature with outside organizations, municipalities, corporations, companies, agencies and universities. **Topics:** Proceedings; minutes; annual reports; financial statements and membership fees relating to associations, clubs, federations, etc. **Access:** Files arranged by organization. **Program Record Number:** FAI EBD 174

## Investment Co-operation and Liaison — Provincial

**Description:** Consultation with the provinces and territories on matters pertaining to the development and promotion of investment. **Topics:** Procedures for consultation with the provinces and territories; provincial and territorial laws and regulations affecting investment; provincial and territorial industrial and economic policies and objectives. **Access:** Files arranged by province or territory. **Program Record Number:** FAI EBD 170

## Investment Promotion — Programs

**Description:** Information on promotional program activities throughout the world. **Topics:** General; promotional plans and activities in markets in Europe, U.S.A., Pacific Rim, Latin America, Middle East, as well as other areas of the world; specific projects in geographic intelligence service; financing and alliances; promoting investment in Canada's telecommunications, microelectronics and medical devices industries; R&D tax credits and interprovincial competition for investment. **Access:** Files arranged by geographic area or project. **Program Record Number:** FAI TBD 200

## Investment Promotion — Prospecting

**Description:** Information and correspondence pertaining to the promotion of investment in Canadian high- technology sectors. **Topics:** General; associations and companies in the area of industrial materials; studies and specific projects in advanced industrial materials; biotechnology industry; environmental technology; information technology; Canadian laser based opto-electronics industry; geomatics; First Choice software, Italian plastics, Japanese subsidiaries in Canada; ocean industry; food packaging. **Access:** Files arranged by association or company name, specific issue, material or project. **Program Record Number:** FAI TBD 202

## Investment Promotion — Specific Events

**Description:** Correspondence relating to the general administration of events; requests for participation by the Minister and officials of Investment Canada in conferences, seminars, trade fairs and visits of foreign delegates in which investment in Canada is a topic, including speeches by the Minister and senior Investment Canada officials. **Topics:** General; calendars and special events; inventory of speakers; speaking engagements; missions and incoming visits in Canada,



U.S.A., Europe, Pacific Rim; Middle East, as well as other areas of the world. **Access:** Files arranged by geographic area and subject. **Program Record Number:** FAI TBD 205

### Investor Services — Inquiries

**Description:** Correspondence, work in progress, memoranda, etc., relating to specific inquiries from Canadian, European, American, Pacific Rim and Middle Eastern companies and companies in the rest of the world. **Topics:** Canadian investment opportunities; how to do business in Canada; financial incentive programs; access to capital or transfers of technology. **Access:** Files arranged primarily by name of company and location or by topic. **Program Record Number:** FAI TBD 185

### Library Services

**Description:** Ensures that externally generated information relevant to the Department is accessible to its personnel and the general public; the Department's collection contains more than one million volumes and government documents. **Topics:** Reference/research (manual and automated); lending service (including interlibrary loans); routing and/or distribution of periodicals, documents and newspapers; on-line research service to access literature and statistical data from databases; newspaper clipping service; acquisitions of, and cataloguing support for, library materials in Canada and overseas. **Program Record Number:** FAI SXD 172

### Multilateral Trade Negotiations

**Description:** Information on multilateral trade agreements, principally the negotiation of a round of multilateral trade negotiations under the GATT. **Topics:** GATT; investment issues; procurement; provincial involvement; reports and statistics; multilateral trade negotiations; conferences; issues; markets; regions; sectors. **Program Record Number:** FAI EBD 002

### Oceans, Environmental and Economic Law

**Description:** Information on law of the sea, maritime and fisheries related legal questions; economic and environmental law issues. **Topics:** Territorial and high seas matters; fisheries agreements; maritime boundaries; marine scientific research; the Law of the Sea; continental shelf; international seabed area; Arctic sovereignty; marine environmental protection and preservation; offshore oil and hydrocarbon exploration; jurisdiction/extraterritorial issues; sanctions and boycotts; foreign claims; energy issues, including nuclear cooperation agreements; customs agreements; double taxation agreements; international aviation agreements; outer space law; international environmental law (climate change, biodiversity, emission controls, transboundary transportation of hazardous waste, long range transboundary air

pollution, desertification, transboundary environmental impact assessment); the Commission on Environmental Cooperation under the NAAEC; the International Joint Commission concerning Canada/US boundary waters issues. **Program Record Number:** FAI JCD 010

### Office of Protocol

**Description:** Information on the accreditation and appointment of foreign and Commonwealth representatives to Canada and of Canadian representatives to other countries; diplomatic privileges and immunities; and the planning, organization and management of state and official visits to Canada. **Topics:** Diplomatic representation; policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; status and precedence; accreditation; privileges and immunities; privileges and immunities abroad; Canadian representatives abroad — heads of post, consular officers, special envoys; foreign representatives in Canada — heads of post, political advisors, military advisors, commercial advisors, special advisors; consular officers and trade commissioners; provincial representatives abroad; diplomatic and consular lists; ceremonials; honours and awards; hospitality and security of foreign diplomatic missions in Canada. **Program Record Number:** FAI XDX 005

### Passport Office

**Description:** Information on the issuance of passports to Canadian citizens in Canada and abroad, and on the issuance of Certificates of Identity and United Nations Convention Refugee Travel Documents, as appropriate, to non-Canadians who reside in Canada or are in Canada under the authorization of a Minister's permit. **Topics:** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; surveys and studies; information activities; public relations; legal affairs and services; citizenship; visa and travel; fee collection and control; passport accountability, application, entitlement, and issuance; emergency passports; certificates of identity; control lists; lost or stolen passports; refusal of service and revocations; fraudulent activities; security precautions. **Program Record Number:** FAI JWD 215

### Policy Staff

**Description:** Information on policy studies, research, analysis, and advice on a broad range of political, economic, and trade-related subjects; information on coordination of Canada's participation in the G8 Summit process. **Topics:** Policy and background; political evaluations, briefings, analyses, papers, research, trade statistics, economic analysis, policy papers, foreign and trade policy reviews. Canadian Centre for Foreign Policy Development: Holdings include public advice and policy options on a wide



range of foreign policy issues. Funded project reports and commissioned work address policy development needs in law, security, human rights, peace-building, conflict prevention, United Nations, disarmament, new technologies, summits, diplomacy, civil society and other issues. Holdings also include an annual report on project funding, reports from the annual National Forum on Canada's International Relations, the annual Academic Roundtable Report and annual Graduate Student collected papers. The Centre's Library holds more than 300 reports from policy development roundtables and academic or NGO studies of Canada's foreign policy. Reports are distributed to Ministers and officials, the Department Library, the National Library, and through Depository Services to public and university libraries. Report summaries are distributed through an electronic news letter (sign on at <http://www.cfp-pec.gc.ca>) and selected full reports are available electronically in both official languages from the web site (summer 2001). The National Forum reports are: Peacebuilding 1996, Asia-Pacific 1997, Northern Foreign Policy 1998, The UN and Human Security 1999, War Affected Children 2000. Three reports on "The New Diplomacy", in partnership with Canadian academics and the UN University, look at changing relationships among states, NGO's and others. The Ottawa Group of international experts reports regularly on small arms issues. More information is available at the web site.

**Program Record Number:** FAI CPD 006

### Regional Security and peacekeeping

**Description:** Information on policy advice, coordination, and activities related to peace support operations, management bilateral and multilateral peace and security consultations and defence relations (not including Europe, the USA and the Middle East).

**Topics:** Military, police and civilian deployment to peace support operations; Peacekeeping; Peacekeeping training; regional security forums and organizations; Rapidly deployable forces; Ship visits; Deployment of Canadian forces abroad; Liaison with foreign forces; Visiting forces; Bilateral relations with other countries on peace & security and defence issues; Disaster assistance involving DND; Canadian Force Attaches; Arms sales and regional security; Military assistance; Military and diplomatic aircraft clearance; Disarmament, demobilization and reintegration of ex-combatants; Security secure reform; UN sanctions; UN Security Council; UN DPKO; General security of information agreements.

**Program Record Number:** FAI IDD 175

### Resources Policy

**Description:** Information pertaining to the financial, materiel and human resources management of the department. **Program Record Number:** FAI SMD 105

### Security

**Description:** Information on matters concerning the physical security of documents, communications and buildings, and the safety of personnel both at posts abroad and in Ottawa; personnel security; and issues affecting national security. **Topics:** Policy and coordination; reports and information; treaties and agreements; legislation and regulations; visits; arrangements; conferences and delegations; assistance to foreign missions; the Vienna Conventions; passport security; immigration security; foreign intelligence activities in Canada; vulnerability; exchange and release of information; travel by Canadian residents; threat assessments; foreign representatives in Canada; visitors; communications services; documents and information; violations; inspections; education and training; responsibility of staff; guard protection; personnel debriefing; physical, technical, equipment, security clearances. **Program Record Number:** FAI BCD 140

### Trade Communications

**Description:** Information on programs and activities to promote exports and to inform the export business community about policies and programs for the development of overseas markets. **Topics:** Export information; regional and provincial programs; conferences, conventions and meetings; federal programs, evaluations, associations, organizations and institutes; promotion; media relations; private companies; government departments and agencies; communications; advertising; trade fairs. **Program Record Number:** FAI BCD 176

### Trade Development Policy and Liaison

**Description:** Information on policies and special issues on trade development that are generally non-recurring, as well as details of liaison activities with provincial governments, other government departments, and private sector associations. Financial records relating to the International Trade Development Branch are also included in this class. **Topics:** Reports on federal/provincial consultations; briefing books for consultations, ministerial and non-ministerial federal-provincial meetings; provincial export assistance summary; Branch financial records; reports and statistics; private sector associations; trade development; evaluation of actual or potential trade development programmes and activities. **Program Record Number:** FAI EAD 030

### Trade Law

**Description:** Information on legal aspects of Canada's international trade agreements and related matters. **Topics:** International trade agreements including the GATT, WTO, Canada-US FTA, NAFTA and Canada-Chile FTA. International dispute settlement under Chapters 11, 14 19 and 20 of the NAFTA and

Chapters 18 and 19 of the FTA, the GATT and WTO. Legal issues related to trade in goods and services (e.g. transportation, communications, energy, professional services), agriculture, environment, trade sanctions, boycotts, private commercial arbitration, investment, international organizations. **Program Record Number:** FAI JCD 015

### Trade Policy

**Description:** Information on international trade, customs tariffs, international trade conferences, trade promotion, policies and restrictions, trade agreements, export controls, strategic controls and embargoes, trade in services. **Topics:** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; tariff negotiations; customs; low-cost imports; surplus disposal; subsidies; anti-dumping; countervail; safeguards; quantitative restrictions; state trading; commercial relations; trade promotion; trade fairs; tourism; quarantine regulations; strategic trade controls. **Program Record Number:** FAI EAD 060

### Trade and Economic Analysis

**Description:** Information on Canada's trade flows in goods, services and investment; studies on trade policy and impact of trade initiatives. **Topics:** Policy and plans; reports and statistics; treaties and agreements; regional economic groupings. **Program Record Number:** FAI EAD 095

### United Nations Affairs

**Description:** Information on the organization, structure, administration, relations and sessions of the United Nations; including the Security Council, the General Assembly, and other UN organizations such as the United Nations Educational, Scientific and Cultural Organization (UNESCO), the International Labour Organization (ILO), Food and Agriculture Organization (FAO), World Health Organization (WHO), International Civil Aviation Organization (ICAO), International Telecommunications Union (ITU), Universal Postal Union (UPU), and International Maritime Organization (IMO); information on Canada's participation in United Nations General Assembly and Security Council activities.

**Topics:** Policy and programs — UN Charter, relations with countries, specialized agencies, inter-governmental organizations, non-governmental organizations, membership; Secretariat — finance and administration, privileges and immunities, public relations, documentation, personnel; General Assembly — rules and procedures, sessions, agenda, delegations, credentials, general committee, main committees, Canadian statements; Security Council — rules of procedure, delegations, membership, reports to General Assembly; Economic and Social Council — sessions; United Nations system, including above agencies; policy; plans; programs; international, national

and non-governmental organizations and conferences; reports and statistics; international coordination; payment of Canada's assessed contributions to the UN, including for peacekeeping operations. **Program Record Number:** FAI IMD 115

### United Nations, Criminal and Treaty Law

**Description:** Information on UN legal issues, human rights and humanitarian law, privileges and immunities, questions of public and private international law and treaties. **Topics:** Judicial and legal services; authentication and notarial acts; diplomatic and consular privileges and immunities; consular questions; sovereign immunity; recognition of states; passport matters; security matters; transfer of offenders; narcotics control; transborder police operations; extradition; international aspects of kidnapping; private international law; maintenance orders; letters rogatory; depositions; service of documents; treaty negotiation, interpretation, registers, procedures and publication; human rights; refugees; minorities; humanitarian law; war crimes; genocide; torture; international criminal law; money laundering and corruption; transnational organised crime; international migration; terrorism; disarmament; International Law Commission; international criminal tribunals. **Program Record Number:** FAI JCD 020

## Personal Information Banks

### Access and Privacy Request Data Bank

**Description:** This bank contains the access request forms sent by individuals requesting access to departmental records and personal information, the replies to such requests, and information related to their processing. It is used for processing access requests only, and to report on the number of requests received annually. **Class of Individuals:** Canadian citizens, landed immigrants, or others authorized by Order-in-Council who have made requests under the Access to Information Act or the Privacy Act. **Purpose:** The purpose of this bank is to store information related to requests made under the Access to Information Act and the Privacy Act. **Retention and Disposal Standards:** Records are retained for two years after completion of the request. **TBS Registration:** 000348 **Bank Number:** FAI PPU 035

### Consular Affairs — Assistance to Canadians

**Description:** This bank contains information on Canadians resident in foreign countries registered with a Canadian mission, and Canadians who sought or received assistance from a Canadian mission who have been arrested or detained abroad, or if Consular Affairs advice or assistance has been sought to obtain visas, permits, etc. of foreign countries. The information is in the form of applications, registration cards, memoranda, correspondence, reports and telegrams.



The information is received from the individuals themselves, Canadian and foreign agencies, and international organizations. This bank of information is stored electronically within a computerized client/server system called COSMOS. COSMOS consists of a series of Windows-based programs linked through a common centralized database located at DFAIT headquarters. COSMOS provides consular staff with a comprehensive set of tools designed exclusively to facilitate the management of consular cases (including citizenship and immigration cases), the issuance of passports and the registration of Canadians abroad. Information entered into the database from either HQ or the missions is instantly available to all staff, thereby promoting increased service delivery levels to our clients. **Class of Individuals:** Canadians resident in foreign countries who have registered with the nearest Canadian mission; Canadians who have sought or received assistance from Canadian missions; Canadians who have been arrested or detained abroad. **Purpose:** The information contained in this bank is used to provide consular assistance to Canadian nationals abroad. It may be used, where necessary, to contact, protect, rescue or evacuate registered Canadians and their family members. **Consistent Uses:** This information may also be used for the development of consular policy and the preparation of advice to missions abroad. **Retention and Disposal Standards:** Information on registration of nationals and completed individual consular cases may be retained on departmental files (electronic and paper) up to five years. Ultimately, the electronically-held data will be archived and stored indefinitely. Other information may be retained up to 15 years then transferred to the National Archives of Canada. **TBS Registration:** 000343 **Bank Number:** FAI PPU 010

### Consular Affairs — Citizenship

**Description:** This bank includes topics such as registration of births abroad, dual nationality, loss, retention, acquisition, or extension of citizenship, marriage, divorce, and other family-related aspects of citizenship; organizations and conferences; liaison with other government departments and agencies in Canada. Information is in the form of memoranda, reports, correspondence with the public and other government agencies, as well as application forms. **Class of Individuals:** Individuals who have dealt, outside Canada, with the Canadian citizenship authorities through consular services or the Department of Foreign Affairs and International Trade, or have claimed Canadian citizenship for themselves or their dependants. **Purpose:** The purpose of this bank is to retain administrative correspondence relating to the assistance rendered by consular officials to Canadians and to those claiming Canadian citizenship on their own behalf or on behalf of a dependant. **Retention and Disposal Standards:** Information may be retained on

departmental files up to 10 years, then transferred to the National Archives of Canada. **TBS Registration:** 000342 **Bank Number:** FAI PPU 005

### Investment — Mailing Lists

**Description:** Information in this bank is provided by individuals interested in receiving publications and investment information created by the former Investment Canada. This information includes individual's name, identification number, address and telephone number, language preference and, where applicable, company name and position held. **Class of Individuals:** Business community, individual investors and students interested in receiving publications and investment information created by the former Investment Canada, other government departments and agencies and the private sector. **Purpose:** The information in this bank is used to provide individuals with copies of publications requested which originate with the former Investment Canada. **Consistent Uses:** This bank is also used for bulk mailing of publications and information created by Investment Canada. **Retention and Disposal Standards:** Records are retained for six months or when superseded or converted to machine operations. **PAC Number:** 86-001 **Related to PR#:** FAI DEV 195 **TBS Registration:** 002768 **Bank Number:** FAI PPU 030

### Investment: Cases

**Description:** Information in this bank is provided by investors when inquiring about possible services to be provided. This information includes the name, address, telephone number, description of the investor's business activities, description of the project to be undertaken, province of interest, size of proposed investment and the name and telephone number of any intermediaries. **Class of Individuals:** Business community and individual investors seeking to invest in Canada either by acquiring a Canadian business or by establishing a new business. **Purpose:** The information in this bank is used to identify and assist investors with similar investment intentions. **Consistent Uses:** This bank is also used for compiling statistics for use in the preparation of reports to the Minister and to assist in the preparation annual reports. **Retention and Disposal Standards:** Records are retained for fifteen years from last action and are then destroyed. **PAC Number:** 91-017 **Related to PR#:** FAI DEV 185 **TBS Registration:** 002766 **Bank Number:** FAI PPU 005

### Investment: Contracts

**Description:** This bank contains information such as the request for service by the manager, the original contractual document and reasons for not authorizing payment if the terms of the contract have not been met. Active files were normally kept within the Financial and Administrative Services Section of Investment



Canada, but further information may be contained in files of the Bureau. **Class of Individuals:** Individuals from the private sector under contract for services to the Bureau. **Purpose:** The purpose of this bank is to keep a record of all personal and professional service contracts entered into by the Bureau. The bank is used to administer contracting services, to make payments when required, to collect receivables, and to perform accounting and administrative functions. The information is also used to facilitate the selection of consultants and to carry out auditing and evaluation.

**Retention and Disposal Standards:** Records are retained for six fiscal years and are then destroyed.

**PAC Number:** 86-001 **TBS Registration:** 002556

**Bank Number:** FAI PPU 010

### Passport Office — Certificates of Identity and Refugee Travel Documents

**Description:** This bank contains applications for certificates of identity and refugee travel documents. Individual records include the application form and an alphabetical and numerical index to facilitate file retrieval; demographic and personal characteristics which describe the applicant, his children and custody arrangements; nationality status, and immigration status in Canada. Information contained in the bank is in the form of application forms and correspondence with other federal departments and agencies. Persons seeking access to this information bank should provide their date of birth. **Class of Individuals:** Individuals who are residents of Canada but not Canadian citizens and who cannot obtain passports from their countries of origin. **Purpose:** The purpose of this bank is to store completed applications and supporting documentation submitted by non-Canadians who reside in Canada or are in Canada under the authorization of a Minister's permit and who cannot obtain passports from their countries of origin. This information is used to establish the identity of applicants and to confirm their immediate and ongoing entitlement to a travel document in accordance with Canadian law and international conventions. **Consistent Uses:** Consistent use may include disclosure to law enforcement, investigative, citizenship, vital statistics, consular, and immigration authorities for verification purposes or to determine whether or not a Certificate of Identity or Refugee Travel Document has been misused or fraud has occurred or a false statement has been made in the obtaining or uttering or use of a Certificate of Identity or Refugee Travel Document. It may also include disclosure to these entities, the government of a province, the government of a foreign state, an international organization of states, or an international organization established by the governments of states, or any institution of any such government or organization, for the purpose of administering or enforcing any law or carrying out a lawful investigation. **TBS Registration:** 000346 **Bank Number:** FAI PPU 025

### Passport Office — System Lookout Files

**Description:** This bank contains information on persons whose requests for passport services might be subject to refusal or limitation. The information is in the form of a master control list, reports, memoranda, correspondence, and application forms. Information is supplied by individuals applying for passport or travel document services or assistance abroad, by federal, provincial, and municipal agencies, by law enforcement and security agencies, by Canadian missions abroad, and by foreign governments and international organizations. **Class of Individuals:** Individuals who have misused or who have committed fraud or made a false statement in obtaining or uttering or using a Canadian passport or Certificate of Identity or Refugee Travel Document; or who have lost possession or control of more than one passport (through loss, theft, inaccessibility, etc) within a brief time span; or whose legal right to apply on behalf of a child under 16 has not been established or is questionable; or who stand charged with the commission of an indictable offence; or who are serving a term of imprisonment or similarly forbidden to leave Canada; or who permit another person to use the passport; or who are indebted to the Crown for expenses related to repatriation to Canada or for other consular financial assistance provided abroad at their request by the Government of Canada; or who are wanted by law enforcement agencies. **Purpose:** The purpose of this bank is to assist passport-issuing authorities in determining whether or not the entitlement of an individual passport applicant or holder is subject to review or curtailment or other administrative or legal action. **Consistent Uses:** Consistent use may include disclosure to law enforcement, investigative, citizenship, vital statistics, consular, and immigration authorities for verification purposes or to determine whether or not a passport has been misused or fraud has occurred or a false statement has been made in the obtaining or uttering or use of a Passport or a Certificate of Identity or a Refugee Travel Document. It may also include disclosure to these entities, the government of a province, the government of a foreign state, an international organization of states, or an international organization established by the governments of states, or any institution of any such government or organization (for instance, provincial social assistance and vital statistics or health agencies or international law enforcement agencies), for the purpose of administering or enforcing any law or carrying out a lawful investigation. **TBS Registration:** 000345 **Bank Number:** FAI PPU 020

### Passport Office — Regular and Official Travel Passports

**Description:** This bank contains applications for regular and official travel passports. Individual records include the application form and an alphabetical and numerical index to facilitate file retrieval. The data content of each record includes demographic information and the

personal characteristics of family and children, custody provisions concerning children, and address and employment information concerning the applicant's guarantor. Most of the information is supplied by the applicant. Some is received from local, provincial or federal authorities. Persons seeking access to this information bank should provide their date of birth.

**Class of Individuals:** Canadian citizens and government employees who have applied for regular or official travel passports. **Purpose:** The purpose of this bank is to store completed applications and supporting documentation for regular passports submitted by Canadian citizens on their own behalf and on behalf of their dependents and for official travel passports submitted by government employees travelling on official business. This information is used to establish the identity and citizenship of applicants, to confirm their immediate and ongoing entitlement to a passport, and to enable the Consular Bureau to provide assistance where necessary to travelling Canadians.

**Consistent Uses:** Consistent use may include disclosure to law enforcement, investigative, citizenship, vital statistics, consular, and immigration authorities for verification purposes or to determine whether or not a passport has been misused or fraud has occurred or a false statement has been made in the obtaining or uttering or use of a passport. It may also include disclosure to these entities, the government of a province, the government of a foreign state, an international organization of states, or an international organization established by the governments of states, or any institution of any such government or organization (for instance, provincial social assistance and vital statistics or health agencies or international law enforcement agencies), for the purpose of administering or enforcing any law or carrying out a lawful investigation. **TBS Registration:** 000347 **Bank Number:** FAI PPU 030

### Personal Information Disclosed to Federal Investigative Bodies

**Description:** In accordance with subsection 8(4) of the Privacy Act, this bank has been established to retain copies of requests received from authorized federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation. **Class of Individuals:** Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act from federal investigative bodies for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation. **Purpose:** The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation. **Retention and Disposal Standards:**

Records are retained for two years after completion of the request. **TBS Registration:** 000349 **Bank Number:** FAI PPU 040

### Spousal Employment Job Bank

**Description:** This bank contains information submitted by spouses (of employees of the Department of Foreign Affairs and International Trade) who are actively seeking employment in the NCR. Information is in the form of a résumé and/or a completed Spousal Employment Profile form. Information includes name, address, telephone number, citizenship, education, employment experience, and career interests. **Class of Individuals:** Spouses of Foreign Affairs employees who seek employment at home. **Purpose:** The purpose of the bank is to assist spouses of departmental employees in finding work in the Ottawa/Hull area. When job opportunities arise, a search is made to find suitably qualified candidates. **Consistent Uses:** This bank is used to provide names, telephone numbers, and employment experience to employers, on request.

**Retention and Disposal Standards:** Records are retained 2 years, unless updated or deleted by the person concerned. Records are deleted in the event of divorce, separation, retirement or departure of the employee from the Department. **TBS Registration:** 002506 **Bank Number:** FAI PPU 045

## Classes of Personal Information

In the course of conducting the programs and activities of the Department of Foreign Affairs and International Trade, categories of personal information may be accumulated which are not contained in the specific information banks described in this entry. This information exists in a fragmented form throughout the subject files of the Department, which are described in the program records. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other personal identifier. This form of information is retrievable only if specifics are provided concerning the subject matter, related departmental activity, the date on which the information was received by the Department and to whom it was addressed. The personal information contained in these subject files is retained for the same period of time as the related subject information and is disposed of according to the appropriate subject record schedules. The classes of personal information listed below describe particular program records which, because of their nature, are more likely to contain personal information.

### International Security, Arms Control and CSCE Affairs Bureau

Personal information may be held by the bureau concerning individuals who have been involved in defence activities with NATO, NORAD, or other international defence or arms control organizations,



or in conferences or visits. Personal information might include personal biographies, tours of defence colleges, military travel and training, and nominations of Canadians for positions in international defence organizations concerned with defence or arms control. Persons seeking access should specify the subject of the enquiry, country and/or city, contacts, incident, conference/organization, visits, dates and circumstances which may have led to the establishment of a record.

### Legal Affairs Bureau

The Legal Affairs Bureau handles a number of important functions including multilateral legal issues, peace and security law, humanitarian law, economic law, trade agreements, treaties, international law, dispute settlement, individual legal cases, and implementation of environmental legislation and Access to Information and Privacy legislation. Personal information held by the Bureau may include enquiries from Canadian residents seeking advice about international and foreign legal systems or concerning authentication of documents, and claims by Canadian citizens for possible support by the Canadian government. Other personal information would relate to specific issues handled by the Bureau. Persons seeking access must specify the subject of the enquiry, as well as country and/or city, legal firm, contacts, incidents, dates and circumstances which may have led to the development of a record.

### Office of Protocol

The Office of Protocol is responsible for the administration of protocol-related programs of the Department and for the development of policies and procedures which direct the administration of protocol programs. Personal information in this class would pertain to individuals who have participated in, or have been the subject of protocol-related activities within programs such as accreditation and ceremonies, privileges and immunities, government hospitality, protection of foreign representatives and foreign decorations, and awards and honours to Canadians. Persons seeking access should specify the subject of the enquiry, country and/or city, contacts, incident, visits, conference, delegation, dates and circumstances which may have led to the establishment of a record.

## Manuals

- Appraisals and Promotion Systems
- Export and Import Permits Act Handbook
- Finex Manual
- Foreign Service Directives
- Handbook of Import and Export Commodity Codes
- Locally Engaged Staff
- Manager's Guide

- Manual of Consular Instructions
- Manual of Correspondence and Communications
- Manual of Financial Management
- Manual of management of goods
- Manual of Materiel Management Property Management Manual
- Manual of Protocol
- Manual of Security Instructions
- Notices to Exporters
- Notices to Importers
- Passport Office Administrative Procedures Manual
- Passport Office Operating Procedures Manual
- Passport Office Policy and Examining Practices Manual
- Records Classification Guide
- Security Classification Guide
- Summary of Canada's Bilateral Restraint Arrangements — Textiles and Clothing

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Information may also be obtained from the addresses listed below:

### Historical Section

Corporate Communications Division  
C-2, Pearson Building

Tel.: (613) 992-4349

Hours 09: 00 to 17: 00 weekdays

### Information Centre

Main Floor, Pearson Building

Tel.: (613) 944-4000

Toll-Free: 1-800-267-8376

Fax Link Interactive Fax Service (613) 944-4500

Hours 09: 00 to 16: 30 weekdays

### Media Relations Office

A-2, Pearson Building

Tel.: (613) 995-1874

Hours 08: 30 to 18: 00 weekdays



## Reading Room

The library of this institution has been designated as a public reading room under the Access to Information Act. The address is:

Main Floor, Lester B. Pearson Building  
125 Sussex Drive  
Ottawa, Ontario

Tel.: (613) 992-6150

Hours 10: 00 to 17: 00 weekdays

# Department of Justice Canada

## Chapter 54

### General Information

### Background

The Department of Justice was created by the Department of Justice Act, passed at the first session of Parliament of the Dominion of Canada, and assented to on May 22, 1868. This Act outlined the responsibilities of the Minister of Justice and the Attorney General of Canada and, with a few exceptions, these responsibilities have remained substantially unchanged.

### Responsibilities

The work of the Department consists of litigation, provision of legal advice and opinions to the federal government of Canada on a very wide range of matters, and the drafting of legislation, contracts and other legal documents. The Department is also concerned with the legal aspects of developing government policy, and prepares recommendations or reviews recommendations, for reform of the law. To carry out these responsibilities, the Department uses federal Statutes and Regulations. In addition, contributions are made to provide financial assistance to organizations conducting studies and legal research and to other law-related programs. A limited number of grants is made in connection with legal education, and cost-sharing agreements are entered into with provincial and territorial governments in connection with young offenders, compensation of victims of violent crimes, legal aid in criminal cases for adults and young offenders, native court worker programs, and access to legal information. The Department also undertakes research in support of policy initiatives and other departmental responsibilities. The role of the Federal Department of Justice does not include the provision of legal services or advice to members of the public.

### Legislation

- Access to Information Act, R.S.C., c. A-1
- Annulment of Marriages (Ontario) Act, R.S.C. 1970, c. A-14
- Bills of Lading Act, R.S.C., c. B-5
- Canada Evidence Act, R.S.C., c. C-5
- Canada Prize Act, R.S.C. 1970, c. P-24
- Canada-United Kingdom Civil and Commercial Judgments Convention Act, R.S.C., c. C-30
- Canadian Bill of Rights, S.C. 1960, c. 44
- Canadian Human Rights Act, R.S.C., c. H-6
- Commercial Arbitration Act, R.S.C., c. 17 (2nd Supp.)
- Contraventions Act, S.C. (1992), c. 47
- Criminal Code, R.S.C., c. C-46
- Crown Liability and Proceedings Act, R.S.C., c. C-50
- Department of Justice Act, R.S.C., c. J-2
- Divorce Act, R.S.C., c. 3 (2nd Supp.)
- Escheats Act, R.S.C., c. E-13
- Extradition Act, S.C. 1999, c. 18
- Family Orders and Agreements Enforcement Assistance Act, R.S.C., c. 4 (2nd Supp.)
- Federal Court Act, R.S.C., c. F-7
- Firearms Act, S.C. (1995), c. 39
- Foreign Enlistment Act, R.S.C., c. F-28
- Foreign Extraterritorial Measures Act, R.S.C., c. F-29
- Garnishment, Attachment and Pension Diversion Act, R.S.C., c. G-2
- Identification of Criminals Act, R.S.C., c. I-1
- International Sale of Goods Contracts Convention Act, S.C. 1991, c. 13
- Interpretation Act, R.S.C., c. I-21
- Judges Act, R.S.C., c. J-1
- Law Commission of Canada Act, S.C. (1996), c. 9
- Marriage (Prohibited Degrees) Act (1990) c. 46
- Mutual Legal Assistance in Criminal Matters Act, R.S.C., c. 30 (4th Supp.)
- Official Languages Act, R.S.C., c. 31 (4th Supp.)
- Official Secrets Act, R.S.C., c. O-5
- Postal Services Interruption Relief Act, R.S.C., c. P-16
- Privacy Act, R.S.C., c. P-21
- Revised Statutes of Canada, 1985 Act, R.S.C., c. 40 (3rd Supp.)
- Security Offences Act, R.S., c. S-7
- State Immunity Act, R.S.C., c. S-18
- Statute Revision Act, R.S.C., c. S-20
- Statutory Instruments Act, R.S.C., c. S-22
- Supreme Court Act, R.S.C., c. S-26
- Tax Court of Canada Act, R.S.C., c. T-2
- United Nations Foreign Arbitral Awards Convention Act, R.S.C., c. 16 (2nd Supp.)
- Young Offenders Act, R.S.C., c. Y-1

## Organization

### Canadian Firearms Centre

The Canadian Firearms Centre (CFC) is responsible for the overall administration of the firearms licensing and registration program. The legal basis of the program is found in the Firearms Act, in Part III of the Criminal Code, and accompanying regulations. The key components of the program and their respective locations are: the CFC in Ottawa, Ontario; the Canadian Firearms Registry of the Royal Canadian Mounted Police (RCMP) in Ottawa; the Central Processing Site (CPS) in Miramichi, New Brunswick; the Outsource Processing Site (OPS) in Ottawa; and the offices of the Chief Firearms Officers (CFO) in the provinces and territories. CFO offices are divided into three groups. The first include opt-in provinces (Prince Edward Island, Nova Scotia, New Brunswick, Quebec, Ontario and British Columbia,) that administer the Firearms Act and their respective CFO office. The RCMP administers the CFO offices of opt-out provinces (Manitoba, Saskatchewan, Alberta, Yukon, Northwest and Nunavut Territories) from Edmonton, Alberta. Finally, the Department of Justice Canada administers the CFO Office for the province of Newfoundland.

Along with the RCMP, other federal departments involved in the administration and enforcement of the firearms legislation are the Canada Customs and Revenue Agency, the Department of the Solicitor General of Canada, and the Department of Foreign Affairs and International Trade.

The Canadian Firearms Centre provides overall administrative direction and funding to the program, designs and maintains the Canadian Firearm Registration System, a fully integrated automated information system that provides administrative and enforcement support to all partners involved in licensing, registration and the issuance of authorizations related to restricted firearms. The CFC develops and designs the mandatory firearms safety training courses, as well as training material for, among others, the police, the judiciary, prosecutors and justices of the peace. It also designs all application forms concerning firearms. In addition, the Centre conducts research and develops policy related to firearms. It develops regulations, negotiates agreements with the provinces and territories as well as international agreements.

The processing sites provide four main services: application processing (by mail, telephone or electronically), card production, call centre and records management. More specifically, the sites receive and data capture firearms licence applications, except for Quebec residents (whose applications are processed by the Quebec Processing Site maintained and operated by the CFO of Quebec), and registration applications received by mail from firearms owners

nationwide for eligibility processing. Once approved by either the CFO of the jurisdiction or the Registrar as the case may be, the Central Processing Site (CPS) produces and mails licence cards and/or registration certificates to applicants. The CPS operates a 1-800 toll free line providing information about the legislation, regulations, policies and procedures. It also responds to enquiries about application status and firearms transfers (except for Quebec and British Columbia where these services are provided by Call Centres attached to the CFO offices in those regions). Individuals may also obtain forms and receive assistance to complete forms through the call centre. Finally, the CPS provides an archival service where applications are stored in accordance with the legislation.

The Canadian Firearms Centre maintains an Internet site where additional information may be obtained on the firearms program. The address is: <http://www.cfc-ccaf.gc.ca>.

### Civil Law Sector

The Civil Law Sector is responsible for litigation involving the federal government in the province of Quebec; legal services with respect to real property and commercial law in Quebec; promoting and protecting the bilingual and bijuridical nature of Canada's justice system; advising on the overall direction and management of all departmental interactions with the province of Quebec; coordinating the participation of the Department in the "Comité d'experts sur la coopération juridique et judiciaire pour la Francophonie"; and evaluating the impact of the new Civil Code of Quebec on federal practices. Civil Law also includes the Office of Corporate Counsel, the Professional Development Directorate and the Official Languages Law Group.

### ♦ Francophonie and Visitors and Professional Interchange Program

The Office of the Coordinator of the Francophonie is responsible for the coordination within the Department of Justice of all matters relating to "institutional" Francophonie. The Office of the Coordinator for the Francophonie generally liaises with the Department of Foreign Affairs and International Trade and makes the necessary representations on behalf of the Department of Justice to ensure its priorities are reflected at follow-up meetings of the Sommet de la Francophonie, at meetings of the Programming Committee of the Agence de la Francophonie and at Francophonie Ministers' Conferences. The Office is also responsible for the coordination of initiatives to promote bilingualism and bijuralism within the Department and between the Department and its partners. In addition, the Office coordinates the implementation of Part VII of the Official Languages Act designed to foster the development of official language minorities in Canada.



The Office is also responsible for coordinating the Visitors and Professional Interchange Program, which is designed to facilitate and promote exchanges of professional expertise between the Department of Justice and its partners. In particular, it gives employees the opportunity to work on external projects of substantial interest to the Department.

#### ♦ National Program for the Integration of both Official Languages in the Administration of Justice (POLAJ)

The National Program for the Integration of both Official Languages in the Administration of Justice is a joint program of Canadian Heritage and Justice Canada, in which the federal Translation Bureau is also involved. Its objective is to contribute to promoting and enhancing the administration of justice in both official languages so as to enable Canadians to exercise their rights in the two official languages. All organizations interested in the administration of justice in both of Canada's official languages are represented in the Steering Committee of POLAJ. The Department of Justice chairs the Steering Committee and the Management Committee of POLAJ and coordinates the Program.

#### ♦ Official Languages Law Group

The Official Languages Law Group provides legal advice on language rights issues arising out of the Constitution Act 1867, the Charter, the Official Languages Act and the language rights provisions of the Criminal Code. The Group also supports litigators at all levels of courts and develops and coordinates the position of the Government in language rights cases.

#### ♦ Professional Development Directorate

The Directorate develops and offers law courses, workshops and seminars for the purpose of delivering Continuing Legal Education to the legal staff of the Department as well as coordinating training and development for other staff. It also provides introductory seminars on the Canadian legal system for non-legal staff, an array of fifteen different law courses for client department personnel called "Legal Awareness Program" and, for the senior management staff of government, an intensive 8-day course on Law and Public Management provided through the Canadian Centre for Management Development.

#### ♦ Quebec Civil Affairs Directorate

The Section is responsible for litigation involving the federal government in the province of Quebec (except in districts within the jurisdiction of the Montreal Court of Appeal) and for real property law matters in Quebec outside the area of Montreal.

The Commercial and Property Law (Quebec) Group of notaries has general responsibility for providing functional direction to all lawyers in commercial and property law matters regarding the federal government in the province of Quebec. The notaries provide policies, legal advice and prepare and conclude contracts, among other authentic acts.

#### ♦ Quebec Regional Office

The Quebec Regional Office provides legal services to federal government departments and agencies working in Quebec, especially in civil litigation matters in the territory within the jurisdiction of the Quebec Court of Appeal sitting at Montreal, and in taxation and criminal cases throughout the province of Quebec with the exception of the National Capital Region. The Office consists of the Civil Litigation Section, the Criminal Prosecutions Section, the Tax Litigation Section, the Regional Corporate Services Section, the Information Management Section and the Human Resources Section.

### Communications Branch

The Communications Branch sets communications objectives for the Department through needs analyses and reviews of both the government's agenda and the Department's agenda. It develops and implements strategic communications plans for the Department's legislative initiatives, major court cases, and programs and policies. It advises the Minister and the Department on communications issues, and provides coordination and functional advice for satellite communications offices such as those with the Family, Children and Youth Section, the National Crime Prevention Centre, the Youth Justice Policy Section, and the Victims of Crime program. It assists sectors in planning and implementing their communications projects, and provides expert services and advice in such areas as promotion and publishing. The Branch is responsible for providing the Minister's Office with communications services, for liaison with the news media, for external communications such as news releases, speeches, exhibits and departmental advertising campaigns, and for liaison with other federal and provincial departments. The Branch also manages the departmental Web site [<http://Canada.justice.gc.ca>], as well as a public inquiry center [telephone: (613) 957-4222; fax: (613) 954-0811; hearing impaired: (613) 992-4556(D)].

### Constitutional Affairs Group

The Constitutional Affairs Group provides legal advice and other assistance to the Government of Canada with respect to Canadian unity and other constitutional issues.

## Corporate Services

Corporate Services provides administrative support services related to finance, human resources, accommodation, security, telecommunications, information management, and all other logistical elements common to government departments. The Sector is also responsible for legal and other contracts, management reviews, internal audits, family law assistance systems, the Strategic Initiatives Unit, and the Access to Information and Privacy Office.

### ◆ Access to Information and Privacy Office

The Office is responsible for administering the Access to Information Act and the Privacy Act for the Department of Justice. It processes requests submitted under the legislation, handles complaints lodged with the Information and Privacy Commissioners and responds to informal enquiries. The Office also provides advice and guidance to Justice officials on matters which concern the legislation.

### ◆ Finance, Administration and Programs Directorate

The Directorate consists of three divisions: Finance, Administration and Special Programs. The Directorate provides support services, including analysis, advice and related training to departmental officials, managers and employees in the areas of strategic resourcing, finance, administration, special programs, and security. The Directorate is involved in the following main activities: providing research management services (e.g. financial planning and strategic resourcing analysis and advice, operational planning, development of strategies, identification of required level of resources); developing, implementing and maintaining financial policies and systems and providing accounting services and administrative services; preparation and execution of an annual contribution audit plan and an annual report on the audit results; managing material and contracting services, as well as maintaining related systems and providing facilities management; managing special programs; providing physical, personnel, contract, communications and informatics security/protective advice, training and services (including business resumption planning), and implementing corporate protective programs in these areas.

### ◆ Central Registry of Divorce Proceedings

The Central Registry of Divorce Proceedings maintains a registry of all divorce applications filed in Canada. The information is maintained for the purpose of informing the District Registrar of the various court offices of the existence or otherwise of pending divorce applications, thus settling jurisdictional issues pursuant to section 3 of the Divorce Act. In addition, statistical information is provided to Statistics Canada for the purpose of compiling marriage and divorce statistics for publication.

### ◆ Contraventions Project

The Contraventions Project is responsible for the implementation of the Contraventions Act in the provinces and territories to serve as an alternative to the summary conviction process of the Criminal Code, and for the incorporation by regulations of the provincial or territorial offence scheme to prosecute federal offences which are designated as contraventions.

### ◆ Family Orders and Agreements Enforcement Assistance (FOAEA)

This section implements the Family Orders and Agreements Enforcement Assistance Act. Its responsibilities are threefold. FOAEA processes tracing applications received from provincial and territorial authorities to locate residential addresses of individuals who are not respecting a family provision and the names and addresses of their employers. It intercepts federal payments that would otherwise go to individuals who owe family financial support; these funds are then diverted to provincial and territorial authorities who, in turn, distribute them to the individuals to whom the support is owed. In addition, FOAEA requests the suspension or denial of federal licenses or passports to persons who are in default of their family support obligations.

### ◆ Garnishment, Attachment and Pension Diversion Act Registry

The Garnishment Registry processes applications for the garnishment of wages or other remuneration of public servants and contractors within the National Capital Region under the Garnishment, Attachment and Pension Diversion Act.

### ◆ Legal Contracts Support Section

The Legal Contracts Support Section processes and verifies accounts submitted by crown agents and maintains a system to track and report on agent activities. In consultation and coordination with Justice counsel and client departments, the Section addresses administrative issues relating to crown agents. In addition, it assists the Agent Affairs Unit in relation to the appointment of legal agents.

### ◆ Strategic Initiatives Unit

The Strategic Initiatives Unit assists and supports the Assistant Deputy Minister, Corporate Services, in the coordination, analysis and implementation of departmental and government-wide initiatives of strategic importance for the Department of Justice. The role of the unit is to provide support and advice to the Assistant Deputy Minister in: the strategic coordination and direction of initiatives; integrating and aligning Corporate Services' strategic planning with other business sectors' strategic planning and with



overall government priorities; scanning, identifying and managing emerging business and horizontal issues; coordinating renewal and resource management exercises concerning special projects; advising sector managers on future directions and the effective and efficient use of resources; developing and providing timely, accurate advice to senior officials in various areas of corporate management and business renewal; conducting targeted management research; and representing the Department and the sector on internal and external committees concerned with government corporate management initiatives.

#### ◆ Human Resources Directorate

The Directorate is responsible for managing, developing, implementing, and advising on a wide variety of human resources management programs and policies, including those in the areas of staffing, classification, staff relations, compensation, employment equity, human resources planning, and official languages.

#### ◆ Information Management Branch

The Information Management Branch consists of five divisions: Back Office, Front Office, Informatics Division, Library Services and the Planning, Administration and Records Services Division. The Information Management Branch is responsible for information management (the coordinated management of the Department's information holdings, including records and library) and providing information technology (corporate networks, hardware, applications, systems and services) to the Department of Justice.

#### ◆ Internal Audit

The mandate of the Internal Audit Section is to conduct an independent assessment of key programs, operations and systems, and to provide objective information on the adequacy of the management framework in place in terms of the cost-effectiveness of program delivery activities and internal operations, the economical and efficient use of resources, the protection of these resources, the integrity and utility of information, and compliance with statutes and policies.

### Diversity and Gender Equality Office

The Diversity and Gender Equality Office assists all sectors of the Department of Justice in building a more equitable and accessible justice system which aims to provide substantive equality to all Canadians. The Office identifies, responds to, and analyzes the impact of policy proposals on groups who have frequently experienced disadvantage in their dealings with the justice system. The work of the Office includes providing diversity analysis for policy, programming and litigation activities of the Department; working with the

Department's regional offices to flag equality issues in both litigation and policy; developing a community outreach capacity; co-chairing the Federal/Provincial/Territorial Working Group on Diversity, Equality and Justice, and putting in place mechanisms to ensure that items brought forward for decision by Deputy Ministers of Justice have been screened for diversity implications.

### Deputy Minister's Office

The Office provides essential support services to the Deputy Minister. It ensures appropriate communication and liaison on policy and operational issues between the Deputy Minister and the Minister's Office, the Department and other government departments and agencies.

#### ◆ Ministerial Secretariat

The Ministerial Secretariat provides services on matters relating to the Minister's Cabinet and parliamentary responsibilities. Its responsibilities also include the ministerial correspondence system and liaison between the Minister and her staff and the Department.

Parliamentary Affairs is responsible for the coordination of the legislative process for Justice Bills; the coordination of responses to Parliamentary Committees' reports; Justice related items on Private Members' Business; Question Period; the preparation of responses to petitions and to questions raised in the House and in the Senate that require written responses; and lateshows. Parliamentary Affairs also has a coordination and advisory role with respect to appearances before Parliamentary Committees.

Cabinet Affairs is responsible for the coordination and provision of advice on Justice policy initiatives going forward to Cabinet; the coordination and/or preparation of appropriate briefing material for the Minister for Cabinet and Cabinet Committee meetings; and the receipt, circulation and return of Cabinet documents to the Privy Council Office.

In consultation with departmental officials, the Ministerial Correspondence Unit prepares replies to correspondence addressed to the Minister.

The Ministerial Liaison Unit acts as the primary link or interface between the Minister's Office and the Department for advice going forward to the Minister.

### Legal Operations Sector

The Legal Operations Sector includes the Office of the Associate Deputy Minister, Legal Operations. The Sector is responsible for the delivery of legal services to government clients, including legal advisory and



litigation services and, in collaboration with the Legislative Services Branch, legislative services. The Sector amalgamates a diverse range of areas of legal practice, from litigation to public law, criminal law, business law, finance law and aboriginal law, to name a few.

The Sector serves government departments and agencies in the National Capital Region and all regions of Canada through its network of Regional Offices, except the Quebec Regional Office. It is organized along portfolio lines and client services grouped together under the following main areas: Civil Litigation Branch, Public Law and Central Agencies Portfolio, Federal Prosecution Service, Tax Law Services, Citizenship and Immigration Portfolio, Aboriginal Affairs Portfolio, Business and Regulatory Law Portfolio and the Regional Offices.

The Associate Deputy Minister, Legal Operations, is responsible for the coordination, planning and supervision of all Sector services provided to government clients.

#### ◆ **Aboriginal Affairs Portfolio**

This portfolio is directed by the Assistant Deputy Attorney General (ADAG), Aboriginal Affairs. The Office of the ADAG, Aboriginal Affairs, carries out a wide range of responsibilities in relation to Aboriginal matters: it advises the government on broad issues that are not the responsibility of any one program department (e.g. Metis and non-status Indians); it develops positions on legal policy issues such as management of the Crown's fiduciary obligations; it coordinates native litigation on behalf of the Crown; it provides legal advice to the Department of Indian Affairs and Northern Development (DIAND); and it leads and manages the Government's Aboriginal Justice Initiative.

#### ◆ **Aboriginal Justice Directorate**

The Aboriginal Justice Directorate administers the government's Aboriginal Justice Strategy, which has been developed to help implement justice programs in Aboriginal communities. The Strategy has two major objectives. The first is to respond to the aspirations of Aboriginal people to assume greater responsibility for the administration of justice in their community. The second is to help reduce the rates of crime and incarceration amongst Aboriginal people.

The Directorate works with provincial and territorial governments to implement community based justice programs responsive to the needs and aspirations of Aboriginal people. It also represents the federal government at self-government negotiations dealing with the administration of justice.

The Directorate also supports the Aboriginal Justice Learning Network, which assists Aboriginal communities, organizations and justice workers in the justice system by facilitating the sharing of expertise and knowledge.

#### ◆ **Legal Services Unit of Indian Affairs and Northern Development**

The Department of Indian Affairs and Northern Development (DIAND) Legal Services Unit is co-located in DIAND Headquarters in the National Capital Region, in the Federal Treaty Negotiation Office in Vancouver and in the Quebec Regional Office. The Legal Services Unit is divided into several sections: Comprehensive Claims and Northern Affairs/Self-Government and Strategic Direction; Indian Reserves and Corporate Services; Specific Claims; Federal Treaty Negotiation Office; and Litigation Services.

The Legal Services Unit provides specialized legal advice and support to DIAND in relation to DIAND initiatives, policies and programs and, along with Department of Justice litigators, in relation to litigation matters.

#### ◆ **Native Law Section**

This section provides specialized legal advice and litigation support to the Government of Canada on Aboriginal law issues including Aboriginal rights and title; treaty rights; the fiduciary relationship of the Crown with Aboriginal people; subsection 91(24) of the Constitution Act 1867 and section 25 of the Charter of Rights and Freedoms.

The Section also coordinates Aboriginal law matters in the Department in order to ensure consistency of legal advice, early identification and consideration of emerging Aboriginal law issues and the presentation of a uniform view on Aboriginal law issues to other departments and agencies.

Another important aspect of the Section's work is its participation in a range of legal education activities and seminars including those conducted in conjunction with the Canadian Centre for Management Development, as well as case briefs on important decisions.

#### ◆ **Business and Regulatory Law Portfolio**

The Business and Regulatory Law Portfolio comprises the office of the Assistant Deputy Minister and thirty Legal Services Units providing on-site legal services to government clients whose mandates have in common a strong regulatory, public safety, or business law component. These units include: Agriculture and Agri-Food, Atlantic Canada Opportunities Agency, Canada Economic Development for Quebec Regions, Canadian Environmental Assessment Agency, Canadian Food Inspection Agency, Canadian Heritage, Canadian

International Development Agency, Canadian Nuclear Safety Commission, Canadian Security Intelligence Service, Canadian Space Agency, Communications Security Establishment, Correctional Service Canada, Environment Canada, Fisheries and Oceans, Foreign Affairs, Health, Human Resources Development, Industry Canada, National Defence, National Parole Board, National Research Council, National Resources, Public Works and Government Services, Royal Canadian Mounted Police, Solicitor General of Canada, Transport Canada and Veterans Affairs.

The Portfolio also includes four specialized units: the Intellectual Property Secretariat, the Maritime Law Secretariat, the Multi Client Services Unit and the Property Law Section.

### ◆ Citizenship and Immigration Portfolio

The Citizenship and Immigration Portfolio includes the Office of the Assistant Deputy Attorney General, the Legal Services Unit of the Department of Citizenship and Immigration, the War Crimes Section and the Immigration Litigation Sections of the Regional Offices.

### ◆ Citizenship and Immigration Legal Services Unit

The Legal Services Unit provides legal services and advice to the Department of Citizenship and Immigration in matters relating to the Immigration Act, the Citizenship Act, their associated regulations and other relevant legislation. The Unit provides further legal services and advice on operational matters and on policy; program and legislative development. In addition, the Unit, with other sections of the portfolio, coordinates the delivery of litigation services by the regional offices and the Civil Litigation Section, and helps ensure that uniform legal positions are taken across the country in matters pertaining to the Portfolio's mandate.

### ◆ Crimes against Humanity and War Crimes Section

The War Crimes Section is mandated to receive allegations and to investigate, assess and litigate cases against individuals suspected of involvement in war crimes, crimes against humanity and other reprehensible acts committed during time of conflict. In carrying out its mandate, the War Crimes Section works in close cooperation with Citizenship and Immigration Canada, the RCMP, and other government departments. Since 1995, all cases that have been brought forward for litigation have been based upon allegations that the subject concealed material information concerning his war time activities to gain entry to Canada and, in many cases, to obtain citizenship. However, once the Crimes Against Humanity and War Crimes Act, which received Royal

assent on June 30, 2000, is proclaimed in force, it is anticipated that the War Crimes Section will again undertake criminal prosecutions.

### ◆ Immigration Litigation Sections

All litigation for the Citizenship and Immigration Portfolio is performed by the Regional Offices, with the exception of Ottawa, where litigation is performed by the Civil Litigation Section. The lawyers specializing in Immigration Law represent the Minister of Citizenship and Immigration in all immigration and citizenship proceedings before Canadian courts (including citizenship revocation and deportation proceedings) and are responsible for the conduct of all litigation concerning the Department of Citizenship and Immigration. In addition, working in conjunction with the Legal Services Unit and the Crimes against Humanity and War Crimes Section, these sections develop litigation strategies in matters of general importance.

### ◆ Civil Litigation Branch

The Branch includes the Office of the Assistant Deputy Attorney General, Civil Litigation, and the Civil Litigation Section. The Assistant Deputy Attorney General has functional responsibility for civil litigation involving the Government of Canada in the common law provinces and territories, and is the Head of the Civil Litigation Branch at Headquarters. The role of the Assistant Deputy Attorney General, Civil Litigation, in the overall management of the civil litigation function is essentially fourfold: (1) to coordinate the conduct of litigation and, where necessary, to coordinate legal, policy and client perspectives and ensure the resolution of disagreements; (2) to ensure consistency in the positions taken in litigation and that the quality of representation meets the highest professional standards; (3) to assist in the refining of legal issues and positions as they arise, whether in the regions or in Ottawa, so that they are properly framed for consideration by the Litigation Committee, the Associate Deputy Minister, Legal Operations, the Deputy Minister or the Attorney General; and (4) to provide guidance and direction in major, high profile litigation.

### ◆ Civil Litigation Section

This Section, along with its counterparts in the Regional Offices, is responsible for the conduct of all litigation by or against the federal government, except tax and criminal litigation. The practice applies to any matter that may be litigious or which requires legal advice and covers many areas of law, including administrative, constitutional, debtor-creditor, employment, immigration, and native law, to name a few. Civil litigation services are provided to virtually every federal department and agency. Counsel appear before all levels of provincial and federal courts and before many federal administrative tribunals and international panels, such as North



America Free Trade Agreement (NAFTA) panels. Civil litigation counsel also advise on potentially litigious issues and are involved in finding policy and legislative solutions to problems that have come, or may come, before the courts.

Civil litigation services are provided by departmental litigation counsel and, in appropriate cases, by private sector lawyers appointed as agents of the Attorney General of Canada and working under the instruction of departmental litigation counsel.

### ◆ Client-Driven Services and Portfolio Support Secretariat

This unit provides the administrative, financial and research support for the Client-Driven Services initiative. This is the primary vehicle of the Department of Justice for delivering high-quality and cost-effective service to client departments and agencies. The aim is to develop and implement, in partnership with clients, a management framework for allocating resources based on a joint planning and resource allocation process on a three-year cycle.

### ◆ Dispute Resolution Services

The mandate of Dispute Resolution Services (DR Services) is to promote, encourage and implement DR mechanisms, other than litigation, in the federal government (for example, conciliation, mediation and arbitration). DR Services provides legal advice within the Department of Justice and to all other federal departments and agencies. DR Services is also involved in developing government policies and programs to support the increased and informed use of DR at the federal level. Training of Department of Justice employees is an intrinsic part of the section's mandate. In addition, to improve knowledge of this area, DR Services prepares general and technical information documents and increases the awareness of other departments and agencies, non-governmental organizations and the public about the advantages and disadvantages of DR mechanisms.

### ◆ Federal Prosecution Service (FPS)

The Federal Prosecution Service is a national entity within the Department of Justice. It unites all staff counsel and prosecution agents engaged in the delivery of prosecution and related services at the federal level across Canada. Headed by the Assistant Deputy Attorney General (ADAG) (Criminal Law), the FPS consists of a central component (the Criminal Law Branch), a regional component (prosecutors working in the Department's twelve regional offices and sub-offices and the legal agents working under their supervision), and the prosecutors with the Competition and Consumer Law Division within the Departmental Legal

Services Unit at Industry Canada. The FPS has been a member of the International Association of Prosecutors since its creation in 1995.

### ◆ Criminal Law Branch

The Criminal Law Branch is the central component of the Federal Prosecution Service. It is composed of the Strategic Prosecution Policy Section, which coordinates the Department's participation in police-run Integrated Proceeds of Crime Units, and of the Criminal Law Section.

### ◆ Criminal Law Section

This section consists of the Ottawa/Hull Prosecutions Group, the International Assistance Group, and a group of criminal law specialists, including the Supreme Court of Canada Criminal Appeals Coordinator, who coordinates all criminal cases before the Supreme Court of Canada in which the Queen in Right of Canada is a party or intervenor. The Section assists in the exercise of functional responsibility for criminal litigation in the Department, except for drug, proceeds of crime and national security matters (which fall within the mandate of the Strategic Prosecution Policy Section). This includes all tax and environmental prosecutions, as well as prosecutions under the Immigration Act, Fisheries Act and Competition Act.

The Section also advises on criminal law and federal enforcement policy and programs. It provides direction, assistance and support to the Department's northern offices and sub-offices in criminal law matters and coordinates the work of the Northern Flying Squad. The squad members (experienced prosecutors from regional offices and Headquarters) supplement the work of Crown counsel in the Territories.

The Ottawa/Hull Prosecution Group is responsible for all federal prosecutions in the National Capital Region and supervises prosecution agents in eastern and northern Ontario and western Quebec.

The International Assistance Group carries out the responsibilities of the Minister of Justice as the central authority for Canada in extradition and mutual legal assistance matters. It reviews and coordinates all requests for extradition or mutual assistance made to or by Canada in criminal matters, negotiates treaties, and assists in the development of extradition and mutual legal assistance policies and legislation.

### ◆ Strategic Prosecution Policy Section

This Section has the primary responsibility for providing strategic direction and assistance on drug, money laundering and proceeds of crime prosecutions, with particular emphasis on organized crime, as well as



wiretap issues and prosecutions. It supports and coordinates, with line prosecutors in the regions, the development of strategic approaches to these prosecutions and develops prosecution policies in these and related areas. It works in partnership with other interested government departments and agencies and coordinates the Department's participation in police-run Integrated Proceeds of Crime Units. It also provides operational advice in the development of criminal law policy and amendments. In addition, SPPS counsel are involved at all levels of the development, refinement and implementation of domestic drug legislation and in pursuing Canada's Drug Strategy. At the international level, the Section is the focal point for the Department's operational activities to combat transnational drug trafficking, money laundering and other forms of organized crime.

The SPPS includes the National Security Group, which is responsible for advising the Assistant Deputy Attorney General on legal matters arising under the Canadian Security Intelligence Act, the Official Secrets Act, the Security Offences Act and on national security and intelligence matters.

Also included within the Section is the Agent Affairs Unit, which is responsible for coordinating the Department's overall agent supervision program and for supporting the work of regional agent supervisors.

### ◆ Integrated Proceeds Of Crime Units

Integrated Proceeds of Crime (IPOC) Units are specialized and multidisciplinary task force units, each of which is staffed by a team of Federal Prosecution Service counsel, police investigators, customs investigators, forensic accountants and administrative support staff. Their primary focus is the investigation and prosecution of organized crime groups and their primary goal is to deprive organized criminals of the profits and property derived from their illegal activity. There are thirteen units operating across Canada.

In addition to providing on-site legal advisory services to the police and other members of the units on a variety of issues relating to the conduct of proceeds of crime and money laundering investigations, IPOC counsel oversee the drafting of applications for judicial wiretap authorizations, special search warrants and restraint orders, assist in the preparation of police briefs and disclosure materials, and attend at court as required to obtain judicial orders.

### ◆ Public Law and Central Agencies Portfolio

The Public Law and Central Agencies Portfolio is composed of the Office of the Senior Assistant Deputy Minister, five public law sections and five Legal Services Units. The Legal Services Units provide on-site legal services to central agencies in their respective areas of

activity. The public law component of the Portfolio provides specialized legal advisory services and litigation support in the areas of constitutional and administrative law, information and privacy law, international law and human rights law.

### ◆ Constitutional and Administrative Law Section

The principal function of this section is to provide legal advice and litigation support to the Government of Canada on all matters of constitutional law, administrative law and Crown law, including the interpretation of statutes and regulations. The Section has developed particular expertise in issues related to Crown liability, Crown agencies, cost recovery under the Financial Administration Act, the machinery of government, commissions of inquiry, Parliamentary law and privileges, and the National Defence Act.

### ◆ Finance Legal Service Units

Two legal services units serve the Department of Finance: General Legal Services and the Tax Counsel Division.

General Legal Services provides a broad range of legal advice, notably in the areas of financial institutions, federal-provincial relations, trade law, crown corporation law, privatization and public debt transactions. It is also responsible for legal advice in connection with non-tax measures in the annual federal budget.

The Tax Counsel Division serves the Tax Policy Branch of the Department of Finance by drafting tax legislation and related regulations and by providing legal advice on tax matters. The Division also examines developments in provincial law and advises on tax implications. It monitors and advises on the implications of court decisions in tax matters. It also assesses the need for legislative amendments, advises on parliamentary procedure for legislation and assists litigation counsel on cases involving tax legislation.

### ◆ Human Rights Law Section

The Human Rights Law Section provides legal advisory services and litigation support to the Government of Canada on matters relating to the Canadian Charter of Rights and Freedoms, the Canadian Human Rights Act and the Canadian Bill of Rights.

The Section also provides services in the area of international human rights law – advising and assisting in negotiating and developing Canada's position on international human rights instruments, negotiating provincial and territorial support for new human rights instruments, and developing and drafting Canada's position on complaints to the various United Nations and Organization of American States complaint bodies.

Included within the Section is the Official Languages Law Group which provides legal advice on language rights issues arising out of the Constitution Act 1867, the Charter, the Official Languages Act and the language rights provisions of the Criminal Code. The Group also supports litigators at all levels of courts and develops and coordinates the position of the Government in language rights cases.

### ◆ Information Law and Privacy Section

The Information Law and Privacy Section's primary role is to provide legal interpretation and advice and litigation support to the Government of Canada relating to the Access to Information and Privacy (ATIP) Acts. The Section also provides legal advisory services on policy development in the area. It ensures that the positions of the Department of Justice concerning the interpretation of the Access to Information Act and the Privacy Act are established in a co-ordinated and coherent manner that complies with the intent and the letter of these two Acts.

The Section has a continuing legal education role in conducting annual seminars for Justice lawyers, providing legal updates to the ATIP community, training at the Canadian Centre for Management Development and as requested by other departments. The Section also participates in and supports a variety of special projects that relate to information law and privacy within the government.

### ◆ International Law and Activities Section

The International Law and Activities Section provides leadership and coordination in international law matters and ensures the consistency of the Department's legal advice on international law. It provides legal advice in all areas of international law, particularly on questions of treaty implementation and interpretation. It is responsible for international litigation and for the establishment of special litigation teams, legal education in the area of international law and advising the Department and Minister on the filing of briefs before foreign courts.

The Section also has responsibility for the International Visits function, which provides support to the Minister and Deputy Minister for their participation at international legal events, whether bilateral or multilateral.

### ◆ Office of the Superintendent of Financial Institutions Legal Services Unit

The Legal Services Unit provides legal advice to support the mandate of the Office of the Superintendent of Financial Institutions. The Office is the regulatory agency responsible for regulating and supervising all banks, insurance, trust or loan companies, cooperative credit associations and

fraternal benefit societies that are subject to federal jurisdiction. It is also responsible for supervising federally regulated private pension plans.

### ◆ Public Service Commission Legal Services Unit

The Public Service Commission Legal Services Unit assists the Commission in performing its duties under the Public Service Employment Act. The Public Service Commission is responsible for staffing in the Public Service, appeals and investigations in Public Service employment matters and training and development in the Public Service.

### ◆ Trade Law Division

A joint Department of Justice and Department of Foreign Affairs and International Trade, the Trade Law Division (JLT) provides legal advice and services to the Government of Canada on the international and domestic implications of Canada's trade and investment obligations. In particular, the unit is responsible for advising on the rights and obligations arising out of the various trade agreements to which Canada is a party, such as the North America Free Trade Agreement (NAFTA), the Agreement Establishing the World Trade Organization (WTO) and the Canada-USA Softwood Lumber Agreement. The Trade Law Division also provides advice on the legal implications of these agreements for Canadian policy and programs. It represents the Government before dispute settlement panels established under the NAFTA, the WTO, the Softwood Lumber Agreement and other trade and investment agreements. It also assists in the negotiation, preparation, elaboration, drafting and implementation of new trade agreements.

### ◆ Treasury Board Legal Services Unit

Treasury Board Legal Services provides legal advice to the Treasury Board and its President with respect to their powers and duties. The Unit supports the Treasury Board Secretariat in its role as board of management of the Public Service of Canada by ensuring that the conduct of government affairs is in accordance with the law.

The Unit gives specialized legal advice to the Treasury Board Secretariat and the Government of Canada in connection with the Secretariat's central agency functions pertaining to the legislation for which the Treasury Board and the President of the Treasury Board are responsible. The Unit provides advice with respect to the enactment of and the amendment to legislation and regulations, as well as strategic advice concerning policy development and other initiatives. It conducts litigation before the Public Service Staff Relations Board and other administrative tribunals, the Federal Court – Trial Division, the Federal Court of Appeal and the



Supreme Court of Canada in support of the Treasury Board's role as employer of the Public Service of Canada.

### ◆ Regional Offices

Five Regional Offices report to the Associate Deputy Minister, Legal Operations: the Atlantic Regional Office, located in Halifax; the Ontario Regional Office, located in Toronto; the Prairie Region, with regional offices in Winnipeg, Saskatoon and Edmonton and a sub-office in Calgary; the British Columbia Regional Office, located in Vancouver; and the Northern Region, with regional offices in Yellowknife, Inuvik, Iqaluit and Whitehorse.

The Regional Offices represent the client departments in civil and criminal matters, and provide a wide variety of legal services.

### ◆ Tax Law Services

In addition to the Office of the Assistant Deputy Attorney General, the Tax Law Services Portfolio includes the Legal Services Unit at Canada Customs and Revenue Agency (CCRA) and Tax Litigation Sections in the Regional Offices. The Portfolio has functional responsibility for litigation and advice nationally in respect of all fiscal matters including income tax, the GST, other tax legislation, and customs and border services.

### ◆ Legal Services Unit, Canada Customs and Revenue Agency (CCRA)

The Legal Services Unit provides legal services and advice, on behalf of the Attorney General of Canada, to CCRA officials in matters relating to the Income Tax Act, the Excise Tax Act, the Excise Act, the Customs Act and Customs Tariff, and related legislation. In addition, the Unit coordinates, with other components of the Tax Law Services Portfolio, the provision of an integrated service to CCRA in the areas of tax avoidance, collections, customs and border services, GST, international trade and human resources law.

### ◆ Tax Litigation Sections

These sections, located in Headquarters and the major regional offices, are responsible, on behalf of the Minister of National Revenue, for all civil appeals concerning tax and customs legislation as well as certain appeals under the Canada Pension Plan, the Employment Insurance Act and the Petroleum and Gas Revenue Tax Act. They are responsible for the conduct of litigation on behalf of the Agency in all areas and regions of the country as well as representing the Minister of National Revenue in the Provincial Civil Courts in priority disputes, bankruptcy matters or litigation relating to collections enforcement action. In conjunction with the Legal Services Unit, these Sections also provide advice at the pre-litigation stage.

## Legislative Services Branch

The Legislative Services Branch is headed by the Chief Legislative Counsel and consists of eight units. The Branch provides a range of services, including the provision of legal advice, the drafting, editing and publishing of government legislation and regulations and the examination of regulations, while ensuring quality and compliance with the Canadian Charter of Rights and Freedoms, the Canadian Bill of Rights, the Statutory Instruments Act and recognizing the bijural nature of the Canadian legal system. The Branch is also responsible for the implementation of the Program for the Harmonization of Federal Legislation with the Civil Law of the Province of Quebec. Access to the laws of Canada is ensured through the updating and consolidation of federal statutes and regulations in accordance with the Statute Revision Act and publication in accordance with the Publication of Statutes Act.

The output of the Legislative Services Branch includes drafting of bills and government motions to amend bills, drafting and examination of regulations, drafting legal opinions, publication of Part III of the Canada Gazette, the Table of Public Statutes and Responsible Ministers, the Table of Private Acts and the annual volumes of the Statutes of Canada, CD-ROM and Internet access to the consolidated statutes and regulations, certification of bills and regulations, publication of consolidations of statutes, regulations, and bijural terminology lexicons and records.

### ◆ Civil Code Section

The mandate of the Civil Code Section is to harmonize federal legislation that refers to provincial private law with Quebec civil law, in a manner that respects common law and both official languages. In implementing the Program for the Harmonization of Federal Legislation with the Civil Law of the Province of Quebec, the Section develops bijural terminology, offers consultative services in civil law and harmonization, and develops and shares its harmonization expertise.

### ◆ Comparative Law Services Unit

The primary objective of the Comparative Law Services Unit is to facilitate the implementation of the Policy on Legislative Bijuralism. This policy provides for the integration and respect of both civil law and common law traditions in the expression of the legislative rule in federal laws and regulations, in both official languages.

The main role of the Unit is to co-ordinate work respecting bijuralism within the Legislative Service Branch and to give advice and counsel to drafters from the Legislation Section and the Regulations Section on issues raised by the implementation of bijuralism in drafting laws and regulations.



This role is fulfilled mainly by providing co-ordination of the work done by the Committee on Legislative Bijuralism and by establishing a close relationship with the Civil Code Section.

#### ◆ Development and Special Projects Unit

The role of this unit is to assist in developing the capacity of members of the Branch, and, secondarily, other members of the public service with whom they work, to support the Government's law-making activities. The unit is responsible for organizing training and development sessions and for assisting in the formulation and dissemination of policies, guidelines and reference materials relating to the preparation of legislation. It is also responsible for undertaking special projects for improving law-making processes and the quality of legislation, including improvements to the accessibility and usability of legislation.

#### ◆ Informatics Services

The Informatics Services unit provides computer-related support services to the Legislative Services Branch. These services relate primarily to the highly customized systems for legislative drafting and publishing that are unique to the Branch and that are critical to the processing of legislation through its various phases, particularly the preparation of bills for introduction in Parliament, regulations for submission to the Governor in Council and the electronic publication of consolidated legislation on CD-ROM and on the Internet.

#### ◆ Jurilinguistic Services Unit

The Jurilinguistic Services Unit is composed of specialists in legal language whose primary role is to help drafters achieve the highest possible quality of language when drafting bills or regulations. Jurilinguists advise drafters on language issues, focusing in particular on style, terminology and phraseology so as to make certain that they are appropriate to legislative or regulatory drafting and the subjects dealt with. They revise in depth the English and French versions of bills and regulations prepared by the Legislative Services Branch from both a comparative and a jurilinguistic perspective. In so doing, they ensure that the two official-language versions of bills and regulations are parallel in meaning, and keep a watchful eye on the linguistic quality of each version.

#### ◆ Legislation Section

The Legislation Section is responsible, by Cabinet authority, for the drafting of all government bills. The drafters of the Section draft bills authorized by Cabinet or the Prime Minister. They also draft the motions to amend that the responsible Minister may propose during the consideration of the bill by Parliament. At the

stage of policy development, drafters provide advice on both formal and substantive legal questions to the departmental officials responsible for preparing legislative proposals.

The Chief Legislative Counsel acts for the Minister of Justice in certifying the consistency of the government bills with the Canadian Bill of Rights and the Canadian Charter of Rights and Freedoms. The Section is responsible for reviewing each bill for such consistency.

The Tax Counsel Division of the Department of Finance includes a satellite unit of drafters of the Legislation Section located on the premises of that department. That unit works on tax bills and other legislative initiatives of that department.

#### ◆ Legislative Revising and Publishing Services

The Legislative Revising and Publishing Services comprises the Legislative Editing Office and the Database Management Services (formerly the Statute Revision Commission).

The Legislative Editing Office provides French and English editing services and legislative paralegal support to the drafters of both the Legislation Section and the Regulations Section. It drafts proclamations and commissions for review by legal officers of the Regulations Section. It reviews all government bills as they proceed through Parliament to ensure that each reprint of the bill accurately reflects amendments made to it by Parliamentary committees or at report stage. It also maintains the only complete up-to-date indexed set of master copies of federal statutes and regulations, and has the additional responsibility of preparing and overseeing the printing of the "Assented to" Acts, the Table of Public Statutes and Responsible Ministers, the Table of Private Acts, Part III of the Canada Gazette and the annual volumes of the Statutes of Canada. The Office also produces the consolidations of the Constitution Acts 1867 to 1982. The Legislative Editing Office is the only government office responsible for all official publishing of Acts of Parliament following Royal Assent, as well as for related reference Tables.

The Database Management Services maintains, edits and consolidates the databases of federal statutes and regulations. These databases are continually updated and published three times per year: April 30th, August 31st and December 31st. The consolidated databases are used as working tools for drafting legislation and as a base for the preparation of Office Consolidations. These databases are also converted to CD-ROM and other electronic media, including the Internet, to allow for general access to the consolidated federal statutes and regulations by the Department of Justice and other federal departments and agencies as well as by the

general public. The consolidated databases may be found on the Justice website at <http://canada.justice.gc.ca> under "Laws of Canada".

### ◆ Regulations Section

The Regulations Section examines regulations on behalf of the Clerk of the Privy Council to advise as to whether certain legal and drafting criteria set out in the Statutory Instruments Act are met. It also provides the services of a lawyer to advise the Assistant Clerk of the Privy Council Office (Orders in Council) on legal and drafting matters concerning orders in council, proclamations and other statutory instruments. The Section works very closely with the Special Committee of Council in order to ensure that the processing of regulations is done in an orderly way and to establish, when necessary, government priorities. There are currently three satellite units at the Departments of Transport, of Health, and of the Environment.

### Office of Conflict Management

The Office of Conflict Management (OCM) is responsible for the implementation of the departmental policy on conflict resolution and harassment in the workplace. The OCM is responsible for: the resolution of conflicts by means of facilitation, conciliation or mediation; dispensing advice in an impartial manner to employees and managers; and providing training to all employees pertaining to appropriate conduct and behaviour in the workplace. When complaints cannot be resolved informally, the OCM is responsible for the administration of formal investigations. Following formal investigations, the Executive Director provides advice and recommendations to the Deputy Minister. Furthermore, the OCM prepares a report on the nature of the complaints and conflicts and presents recommendations to the Deputy Minister as well as senior management officials on the prevention and resolution of conflicts.

### Policy Sector

The Policy Sector plans, develops and implements government justice policies dealing with both substantive and procedural criminal law; family, international, and administrative law; information and privacy law; human rights law; judicial affairs; crime prevention; sentencing; and conviction review.

Special projects within the Sector include the Youth Justice Policy Group, the Policy Centre for Victim Issues and the National Crime Prevention Centre. In addition, the Sector provides policy, planning and coordination capability within the Department. This includes the management of the Department's substantive policy agenda and the management

of key relationships with the Department's policy partners in the federal government, the provinces and territories, and non-governmental organizations.

The Sector is responsible for research and development, public legal education and information, and for coordinating the Department's consultation process. The Sector contributes to the development and maintenance of a fair and accessible justice system through the design, development and implementation of cost-shared programs (Criminal Legal Aid, Youth Justice, Native Courtworker) and grants and contributions. The Sector also provides a program evaluation capacity for the Department.

The mandates of the principal components of the Policy Sector are set out below.

### ◆ Criminal Law Policy and Community Justice Branch

The Branch is responsible for planning, developing and implementing justice policies dealing with criminal justice, sentencing, youth justice and conviction review. It provides advice to the Minister and senior officials on emerging criminal justice issues. The Branch also consults with provincial and territorial officials responsible for criminal justice and with international and non-governmental organizations on criminal justice matters of mutual interest.

### ◆ Criminal Conviction Review Group

The Criminal Conviction Review Group assists the Minister of Justice in the assessment of applications under section 690 of the Criminal Code. Section 690 allows persons convicted by indictment or sentenced as dangerous or long-term offenders under Part XXIV of the Criminal Code, who allege they have been wrongly convicted and have exhausted all avenues of appeal, to apply to the Minister of Justice for a review of their case. The Group reviews allegations, investigates new information made available, or supervises the work of outside counsel retained for that purpose, and provides advice to the Minister of Justice in the discharge of the statutory duty. Section 690 of the Criminal Code confers a discretionary power on the Minister of Justice to provide a remedy in the form of a new trial or appeal hearing.

### ◆ Criminal Law Policy Section

The Criminal Law Policy Section is mandated to develop amendments to substantive criminal law and to criminal procedure, and to undertake related policy and program initiatives. The Section identifies and analyzes emerging criminal justice issues and assists the Minister in developing a criminal law reform agenda. The Section collaborates with provincial and territorial officials



responsible for criminal justice, other federal departments and non-governmental organizations on initiatives to improve and modernize the criminal justice system. It supports the participation of the Government of Canada in various international forums that address criminal justice issues and assists in developing international conventions and policies.

The Section serves as a focal point in the provision of legal advice to other government departments in the area of substantive and procedural criminal law. The Section plays a role in litigation support for all cases involving significant criminal law issues.

#### ◆ Policy Centre for Victim Issues

The Policy Centre for Victims Issues is responsible for implementing the government's strategy for improving the situation of victims of crime in the criminal justice system and more specifically, the Government's response to the Fourteenth Report to the Standing Committee on Justice and Human Rights entitled "Victims Rights – A Voice Not a Veto", and the amendments to the Criminal Code (SC 1999, c.25). The Policy Centre is mandated to coordinate all federal initiatives for victims of crime and to ensure that the perspective of the victim is considered in the development of policies, programs and legislation that impacts on victims. The Policy Centre is responsible for all criminal justice reforms that benefit or impact on victims of crime. In addition, the Policy Centre oversees a program of research, engages in consultations with victim advocates and service providers and with provincial and territorial officials. It also undertakes a range of initiatives, including the development and dissemination of public legal information to raise awareness among victims and Canadians in general about the criminal justice system and the victims role in the system.

#### ◆ Sentencing Reform Team

The Sentencing Reform Team identifies and monitors issues related to the administration of Canada's laws on sentencing, and oversees the development of policies and legislation to address them, in consultation with other departments and agencies, other governments, voluntary organizations and with criminal justice professionals. Responsible for major sentencing reform (Chapter 22 of the Statutes of Canada, 1995) that came into force on September 3, 1996, the Team is promoting the implementation of the legislation, monitoring its impact on justice administration and practices, and providing advice to the Minister and to senior officials on policy revisions and legislative amendments. The Sentencing Reform Team is also responsible for policy development in the area of restorative justice and for helping develop innovative alternatives to incarceration for low risk offenders.

#### ◆ Youth Justice Policy Group

The Youth Justice Policy Group is responsible for the on-going development and implementation of the government's Strategy for the Renewal of Youth Justice, which was launched on May 12, 1998. The centrepiece of the Strategy is the proposed Youth Criminal Justice Act, introduced in the House of Commons on February 5, 2001 as Bill C-7 by the Minister of Justice and passed by the House of Commons on May 29, 2001. As the new Bill makes its way through the Parliamentary process, the Youth Justice Policy Group, in collaboration with the provinces, territories and other elements of the youth justice system, is focusing on implementation of the initiative. Among other things, this involves working with provincial and territorial jurisdictions on arrangements to allocate resources for implementation, building partnerships with traditional and new players in youth justice, supporting pilot projects which test key features of the new legislation, supporting Aboriginal community capacity building around dealing with offending by Aboriginal youth, supporting the development and distribution of public legal information and education materials, developing explanatory materials to support training on Bill C-7 and working with provinces and territories on ways to deal with children under twelve who offend.

#### ◆ Family, Children and Youth Section

The Family, Children and Youth Section is responsible for the development of policy and law reform relating to specific initiatives which have impact on families, children and youth. The Section also coordinates the departmental work relating to families, children and youth. Major issues include family laws, the Federal Child Support Guidelines, family violence, child physical and sexual abuse, custody and access, definition of marriage, international issues on children and families, and the National Children's Agenda.

One of the primary roles of the Section is the integration of family and children issues with other priorities in the Department and government, for both policy and litigation purposes. Issues such as polygamy, parental child abduction, children under twelve and the legal system, definition of "family" for federal purposes, equality issues for same-sex partners, "reasonable use of force" for purposes of correction by parents, impact of new reproductive technologies on children, and age of consent to sexual activity demonstrate the breadth and extent of the work of the Section. Its work also includes other projects and high-profile files in the area of marriage, the follow-up to the modernizing benefits project, and Aboriginal family law.

The Family, Children and Youth Section works closely with other parts of the Department which have specific projects relating to children and youth, such as the



Youth Justice Policy Group in the development of the new Youth Criminal Justice Act, and the National Crime Prevention Centre in the creation of child-focused projects based within the community. The Section also work closely with Departmental Legal Service Units on other departments' policy initiatives.

### ◆ National Crime Prevention Centre

The National Crime Prevention Centre acts as the federal responsibility centre for crime prevention policy and programs. It supports the work undertaken under Phase II of the National Strategy on Community Safety and Crime Prevention nationally and internationally. This initiative aims to increase individual and community safety by equipping Canadians with the knowledge, skills and resources they need to support and enhance crime prevention in their communities. The National Strategy is overseen by a National Chair who also chairs a steering committee advising the Centre on emerging crime prevention issues.

Phase II focuses mainly on children and youth, women's personal security and Aboriginal people. Phase II emphasizes the community-based and community-driven nature of the initiative. Funds are accessible to organizations through the Community Mobilization Program, the Investment Fund, the Partnership Program and the Business Action Program. The Centre works with communities, provinces and territories, municipalities, other federal departments, crime prevention practitioners, non-governmental organizations and the business community to ensure effective cross-fertilization and coordination of efforts. Various channels of information continue to be put in place by the Centre through its Promotion and Public Education Program, to facilitate access and exchange of crime prevention information by communities when developing their crime prevention models.

### ◆ Policy Integration and Coordination Section

The Policy Integration and Coordination Section brings together, in a central group, the research, planning, co-ordination and evaluation functions that support the Department's policy capacity and ensure horizontal integration and coherence across the Department's policy-related activities.

### ◆ Evaluation Division

The Evaluation Division provides independent assessments of the Department's policies, programs, operations and services in order to determine the results of departmental activities and to identify opportunities for using alternative or more cost-effective mechanisms to achieve departmental and governmental objectives. Increasingly, the Division is also being called upon to provide advice and

assistance to departmental managers on accountability issues and results reporting. In particular, the Division provides assistance and advice with the development and analysis of ongoing performance measures.

### ◆ Intergovernmental and External Relations Division

The Intergovernmental and External Relations Division manages key relationships with the Department's policy partners in the federal government, including the Department's regional offices, the Provinces and Territories, and national non-government organizations. It also manages the Department's consultative function to ensure timely and inclusive public involvement in justice policy development.

### ◆ Priorities and Planning Division

The Priorities and Planning Division is responsible for the provision of facilitating, coordinating, synthesizing and advisory services to policy-makers in the Department, and for developing and improving departmental policy-making tools. It supports sound policy development and horizontal policy thinking across the Department, and improves the Department's policy linkages with other government departments and organizations. Key activities include: managing the departmental Policy Committee; managing the interdepartmental Justice and Legal Affairs Committee of Deputy Ministers; serving as liaison with the Law Commission of Canada; and creating tools to share information about departmental policy-making activities such as the Short-term Policy Agenda.

### ◆ Strategic Planning Division

The Strategic Planning Division is responsible for working with senior management to articulate the Department's overall strategic framework covering both its roles as legal services provider to the government and as justice policy-maker. The Division is facilitating the development and monitoring the implementation of the departmental Strategic Plan. It provides a focal point for all corporate activities related to strategic planning in the Department. The Division also ensures harmonization among the approaches of the various sectors of the Department so that all initiatives and activities are consistent with the overall agenda, strategic direction, mission and operating principles of the Department and of the Government of Canada.

### ◆ Research and Statistics Division

The Research and Statistics Division conducts social science research in support of departmental policy development activities, programs and litigation, including statistical advice, information, services and public opinion research. It also acts as the liaison between the Department and the National Justice

Statistics Initiative, a federal/provincial/territorial committee of Deputy Ministers responsible for justice system issues in Canada. Socio-legal research is also conducted in support of special projects such as the Child Support Guidelines and the Canadian Firearms Centre.

#### ◆ Programs Branch

The Programs Branch contributes to the development and maintenance of a fair and accessible Canadian justice system through program/policy development and the implementation of cost-shared agreements, discretionary grants and contributions funding.

#### ◆ Access to Justice Services Agreements

These agreements consolidate funding for three programs: Legal Aid (adult criminal, young offender and civil), Native Courtworker and Public Legal Education and Information (PLEI) services, into a single comprehensive agreement for each of the Territories. These innovative agreements are designed to give the territorial governments the flexibility they need to meet the distinct challenges of delivering justice services in the North.

#### ◆ Grants and Contributions Fund

The Programs Branch administers a grants and contributions program designed to promote and implement selected reforms in the justice system. Funds are available to individuals, Canadian or international non-profit organizations, provincial or territorial governments, regional or municipal governments, universities, bands and tribal councils for the development of short-term, non-recurrent initiatives. Workshops, conferences, symposiums, meetings, training sessions, and pilot, demonstration and research projects are all eligible for funding.

#### ◆ Legal Aid Program

Through funding agreements with provincial and territorial governments, the Legal Aid Program ensures fair and equitable access to criminal justice matters to the economically disadvantaged. In general, all indictable offences and those summary conviction offences where there is a likelihood of imprisonment, including proceedings under the Young Offenders Act, are covered.

#### ◆ Legal Studies for Aboriginal People Program

The Department of Justice awards a limited number of bursaries each year to assist Aboriginal people (Métis and non-status) who wish to enter the legal profession.

#### ◆ Native Courtworker Program

This cost-shared program promotes access to justice by helping Aboriginal people involved in the criminal justice system obtain fair, just, equitable and culturally sensitive treatment. Objectives include meeting the counselling (other than legal) and social/health referral needs of both adult and young Aboriginal persons accused of a criminal offence, assisting those who are developing alternative justice programs in Aboriginal communities, sensitizing criminal justice officials to the socio-economic, cultural and other background factors in the lives of Aboriginal people charged with an offence, and reducing communications barriers between Aboriginal people and those involved in the administration of the criminal justice system.

#### Public Legal Education and Information (PLEI)

This program provides legal education and information to help citizens become legally literate and able to participate more fully in the justice system (generally aimed at those who are at a disadvantage in the justice system). A variety of tools are used and may include brochures, videos, workshop modules and learning aids. PLEI provides accessible and pertinent information in areas such as family violence, crime prevention and child support guidelines.

#### ◆ Youth Justice Services Funding Program

Section 70 of the Young Offenders Act allows the Minister of Justice, with the approval of the Governor in Council, to enter into agreements with the provinces and territories to share the costs of services that the jurisdictions provide to young persons under the Act. Such agreements have been in place since the proclamation of the Young Offenders Act in 1984, to financially assist the provinces and territories in their responsibility for the delivery of youth justice services. New five-year agreements have now been negotiated with the jurisdictions. These new agreements provide for additional federal funding to better support and complement the Youth Criminal Justice Bill.

#### ◆ Public Law Policy Section

The Public Law Policy Section identifies and analyzes policy issues relating to public law and private international law. It advises the Minister and other sections of the Department and works with other federal departments, provincial governments, non-government organizations, international organizations and public stakeholders. The work of the Section includes legislative reform, providing policy input and advice to other departments, supporting and advising on relevant litigation matters and providing joint opinions with the Public Law and Central Agencies Portfolio.



## ◆ General Public Law Team

The General Public Law Team is responsible for the Canadian Human Rights Act and other human rights policy issues, including pay equity matters and the Charter of Rights and Freedoms. It provides policy advice on a variety of issues ranging from HIV/AIDS human rights issues to the application of the Canadian Human Rights Act in the context of aboriginal self-government agreements.

The Team is also responsible for policy and legislative initiatives in relation to electronic commerce and, with the help of the Uniform Law Conference of Canada, the coordination of legislative activities to accommodate the use of electronic technology and the recognition by governments and courts of electronic documents, information and signatures. Policy work is also undertaken in relation to the use of electronic technology applied in government operations.

In addition, the General Public Law Team is responsible for policy development and reform in relation to the Access to Information Act and the Privacy Act. The Team plays an important role in attempting to ensure that the principles of the Acts are heeded by federal departments that are engaged in policy development that affects access and privacy rights.

Finally, the Team is responsible for policy work in relation to administrative law and works actively on regulatory reform and other issues of governance.

## ◆ Judicial Affairs Unit

The Judicial Affairs Unit is responsible for providing advice on legal and policy issues affecting courts and judges, including judicial independence, the federal judicial appointments process, compensation and benefits, judicial conduct, education, the use of judges in non-judicial capacities, and court reform and court management initiatives. It should be noted that the federal judicial appointment process is the sole responsibility of the Judicial Affairs Advisor to the Minister of Justice, supported by a secretariat of the Commissioner for Federal Judicial Affairs. The Judicial Affairs Unit assists the Judicial Affairs Advisor by compiling publicly available information about potential candidates for appointment to the Supreme Court of Canada.

The Unit has primary responsibility for the Judges Act and provides policy advice with respect to the Supreme Court Act, the Federal Court Act and the Tax Court of Canada Act. It also provides legal and policy expertise in support of litigation involving the judiciary. The Unit is the focal point for liaison with judicial organizations, including the Canadian Judicial Council and the National Judicial Institute, and with legal organizations, including the Canadian Bar Association and the Federation of Law Societies, on issues affecting the judiciary.

## ◆ Private International Law Team

The Private International Law Team deals with the development of private international law in four broad areas: international commercial law, judicial cooperation and enforcement of judgements, family law and child protection and protection of property. The Team participates in the activities of international organizations such as the Hague Conference on Private International Law, the United Nations Commission on International Trade Law (UNCITRAL), the International Institute for the Unification of Private Law (UNIDROIT) and the Organization of American States (OAS). In addition, it works toward the implementation of private international law instruments in Canada, with the cooperation of the Uniform Law Conference of Canada.

As the matters dealt with in private international law most often fall within provincial jurisdiction, federal-provincial cooperation is essential to real progress in this area. The Team therefore works closely with representatives from the provincial governments and maintains an advisory group on private international law. Consultation is also carried out with the legal and business community, as well as other private groups.

## Information Holdings

### Program Records

#### Linking Statement

The Department of Justice files are maintained based on the subject content of the record or case name and/or details of the case using a central file classification system. Each Regional Office, Legal Services Unit and Headquarters Section classifies records according to the subject matter or case name. Generally the records can be categorized into four main groups: Administrative, Legal Operational, Legal Policy and Program Development. As a rule information is retrieved by name, subject, statute or term. Requesters need only describe the record they wish to access. If the request pertains to a specific case, the location indicating where the case took place is also required.

#### Administration – Communications and Executive Services Branch

**Description:** This class of documents contains news releases, updates to court cases, summaries of departmental achievements, and other educational and information materials, speeches, briefing notes, Question Period material, ministerial correspondence, and Cabinet, Parliamentary and other relevant documents. **Topics:** Various subject matter related to administrative, operational and policy issues.

**Program Record Number:** JUS COM 001



**Administration – General**

**Description:** Headquarters, Legal Service Units, Regional Offices each may have administrative records of a policy and/or routine matters pertaining to employees of the Department and pertaining to services that support the administration and operation of the Department. Most of these records are covered by the descriptions contained in the STANDARD PROGRAM RECORDS. Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents. **Program Record Number:** JUS ADM 001

**Administration – Information Management Technology**

**Description:** This class of documents contains information management plans, technological specifications for hardware equipment and software applications, contracts and service agreements, studies, computer network audit logs, reports and supporting correspondence and documentation. **Topics:** Requirements and proposals for various operational support systems. **Program Record Number:** JUS IMT 001

**Legal Operational – Civil Proceedings**

**Description:** Information on an aggregate set of records pertaining to legal matters which come under the jurisdiction of the Department. **Topics:** Legal opinions, requests to institute civil and legal proceedings, by or against the Crown or its agents or servants in a court of law or in any administrative board or tribunal; collection files; property and commercial documents, agreements of all kinds, waivers, licences and formal contracts and court documents, e.g. statements of claim, defense statements, reasons for order, motions, etc. **Program Record Number:** JUS CVL 001

**Legal Operational – Legal Advice**

**Description:** Information providing legal advice to any department or agency of the Government of Canada. **Topics:** Formal opinions, by memorandum of law or letter; guides relating to the provision of legal advice, correspondence requesting legal opinions, and memoranda and correspondence providing legal advice. **Program Record Number:** JUS LGL 001

**Legal Operational – Legislation**

**Description:** Records pertaining to instructions for drafts of legislation. **Topics:** Background papers and treatises; memoranda to Cabinet; drafts of all Bills presented to Parliament; regulations, orders, proclamations and commissions. **Program Record Number:** JUS LGS 001

**Legal Operational – Property**

**Description:** Information relating to the acquisition of real property by purchase or expropriation, and the disposition of real property. **Topics:** Various agreements, leases, deeds, licences, title abstracts, letters patent, and related correspondence and memoranda. **Program Record Number:** JUS PRP 001

**Legal Policy**

**Description:** Information on legal policy and policy development. **Topics:** Memoranda of law and facts, briefing notes, memoranda to Cabinet, consultation documents with non-governmental organizations, provinces, other countries and special interest groups, consultants' reports and studies, research material, communication strategies and supporting correspondence. **Program Record Number:** JUS POL 001

**Program Development**

**Description:** Information related to grants and contributions. **Topics:** Public legal education initiatives, legal aid, agreements with the provinces, programs for aboriginal peoples, program for law students, young offenders. **Program Record Number:** JUS PGM 001

**Standard Program Records**

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

**Accounts and Accounting****Administration****Administration and Management Services****Audits****Budgets****Buildings and Properties****Classification of Positions****Employment and Staffing****Equipment and Supplies****Finance****Furniture and Furnishings****Human Resources****Occupational Health, Safety and Welfare****Office Appliances****Official Languages****Personnel****Procurement****Salaries and Wages****Staff Relations****Training and Development****Vehicles**

## Personal Information Banks

### Access Request Data Bank

**Description:** This bank contains information on requests sent by individuals to obtain access to departmental records under the Access to Information Act and the Privacy Act, the replies to such requests, and information related to their processing. **Class of Individuals:** Individuals who requested access to records under the Access to Information Act and the Privacy Act. **Purpose:** The information in this bank is used to process requests and to report on the activities of the Access to Information and Privacy Office.

**Retention and Disposal Standards:** Material is retained for two years after the last action on file.

**PAC Number:** 86-001 **TBS Registration:** 001659

**Bank Number:** JUS PPU 090

### Allan Memorial Institute Depatterned Persons Assistance Plan

**Description:** This bank contains information on individuals who have made application for an ex-gratia payment of \$100,000 and who were former patients of Dr. Ewen Cameron at the Allan Memorial Institute and underwent a treatment termed 'depatterning'. The Plan was established by Order in Council (P.C. 1992-2302, 16 November 1992) and terminated on January 31, 1994. This bank contains application forms identifying the individual information, release forms authorizing the release of medical records, medical records to the extent required to substantiate the depatterning treatment and other administrative documentation.

**Class of Individuals:** Individuals who have made applications for payment under the criteria set out in the Order-in-Council. **Purpose:** The information was used in the administrative and operation activities required to carry out the Government of Canada's responsibilities under the Order in Council. **Retention and Disposal Standards:** Records are retained for a period of 21 years. **TBS Registration:** 003497 **Bank Number:** JUS PPU 135

### Canadian Firearms Program

**Description:** Personal information in this bank is collected under the statutory authority of the Firearms Act and related Regulations and is used by federal and provincial officials in the administration of this legislation. The bank contains: applications for the licensing of individuals, firearms businesses, museums, and public agencies; applications for the registration of firearms; and the applications and results of Safety Training Courses taken by individuals. Most of the personal information in the bank is contained in the application forms for the Possession Only Licence, Possession and Acquisition Licence, minors' licence, firearms business licence, and the application to register firearms. Personal information from these applications may include: name, address, telephone number, firearm(s) owned, as well as an indication (from boxes checked

by the applicant) of the following: firearms registration refusals, revocations or prohibition orders, criminal offences, emotional and behavioural problems, incidents involving violent behaviour, marital status, citizenship, and financial difficulties. The bank may also contain the name, address and telephone number of the spouse/common-law partner, guarantors, references, and those in a prescribed relationship to a business. It may contain additional personal information by way of an indication of a police occurrence report or a mention that interviews and investigative reports were prepared in the course of issuing a licence or registration certificate under the Firearms Act. Details of interviews and reports are held by the provinces/territories. Finally, records are kept on transactions conducted through the 1-800 Call Centre.

To access information under the Privacy Act, individuals must provide, in addition to the requirements indicated on the Personal Information Request Form, their full name and date of birth. If required, they should also submit their firearms licence number (or firearms acquisition certificate number under the previous legislation), firearms registration certificate number, or other identifiers sufficient to permit accurate retrieval of information. To expedite the processing of their request, individuals wishing to access only specific information should identify the material desired. Responsibility for responding to requests is shared between various jurisdictions. To obtain information related to training, applications and communications with the Canadian Firearms Centre, requests should be submitted to the ATIP Office of Justice Canada. Requests related to the registration of firearms, the Firearms Interest Police (FIP) and Canadian Police Information Centre (CPIC) should be submitted to the ATIP Office of the Royal Canadian Mounted Police. Requests for information related to police occurrence reports, interviews and investigative reports prepared in the course of issuing a licence or registration certificate under the Firearms Act must be submitted to various levels of government, depending on the provinces and territories. For the opt-in provinces (Nova Scotia, New Brunswick, Quebec, Ontario and British Columbia), requests must be made to the appropriate provincial Freedom of Information offices. For Prince Edward Island and the opt-out provinces (Newfoundland, Manitoba, Saskatchewan, Alberta, Northwest Territories, Nunavut and Yukon), requests must be made to Justice Canada. It should be noted, however, that information collected by municipal or provincial police forces is not under the control of Justice Canada.

Information in the bank may be maintained in hard copy, on microfilm or other long-term storage medium, and in automated form in the Canadian Firearms Registration System (CFRS) and the Canadian Police Information Centre (CPIC). **Classes of Individuals:** Individuals who have applied for licences, registrations



and other privileges under the firearms legislation and have been granted licences, refused or had privileges revoked; or have been prohibited from possessing firearms, ammunition or other explosive substance.

**Purpose:** The administration and enforcement of firearms control legislation and regulations in Canada and at Canadian borders. **Consistent Uses:** Certain information in this bank may be used by domestic and foreign accredited law enforcement agencies in the enforcement and administration of the law and in the detection, prevention or suppression of crime.

**Retention and Disposal Standards:** Information in this bank is retained for a minimum of ten years. Some information may be retained permanently pursuant to paragraph 83(1)(a) of the Firearms Act and subsection 4(2) of the Firearms Records Regulations or subsection 114(1) of the Criminal Code of Canada. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **TBS Registration:** 004480 **Bank Number:** JUS PPU 199

#### Central Registry of Divorce Proceedings

**Description:** This bank contains information obtained from the Registration of Divorce Proceeding Forms received from the various divorce registries in respect of the petitioner and the respondent, and includes all relevant personal information. **Class of Individuals:** Persons who filed for divorce in a Canadian court either in their individual capacity or through the lawyers who represent them. **Purpose:** The information in this bank is maintained for the purpose of informing the District Registrar of the various court offices of the existence or otherwise of pending divorce applications, thus settling jurisdictional issues pursuant to section 3 of the Divorce Act, 1985. In addition, statistical information is provided to Statistics Canada for the purpose of compiling marriage and divorce statistics for publication.

**Retention and Disposal Standards:** Textual records are retained for five years after divorce registration and machine-readable records are maintained actively for the life of the Divorce Registry program or for the length of time the Divorce Registry is administered by the Department of Justice. **TBS Registration:** 002274 **Bank Number:** JUS PPU 005

#### Civil Proceedings and Legal Services

**Description:** This bank contains information relating to civil legal proceedings and legal services provided to all federal departments and most government agencies and institutions. The information is used to provide legal advice and representation in a practice which ranges across many areas of law, including administrative, constitutional, debtor-creditor, employment, family, immigration, native and tax law, to name a few. The bank contains information relevant to the legal advice and representation provided, such as solicitor-client

correspondence and related records. In legal proceedings of a civil nature in which the Crown in right of Canada, a Crown agency or a Crown servant is a party, including proceedings before administrative boards and tribunals, it includes documents such as written pleadings, briefs, appeal books, transcripts and statements of evidence, writs, opinions and related correspondence. The greater part of the information contained in the bank is obtained from other federal institutions, as authorized by sub-section 8(2)(d) of the Privacy Act. Considering the sources of personal information compiled, the social insurance number (SIN) is in some cases part of the information transmitted by institutions authorized to collect it, such as in some cases involving the Canada Customs and Revenue Agency. **Class of Individuals:** Canadians, persons present in Canada, and persons who have been involved in civil litigation involving the federal government. **Purpose:** The material in this bank is retained to enable the Department to carry out its duties as legal advisor to the federal government.

**Retention and Disposal Standards:** Civil litigation files are retained for 21 years after cessation of the legal action; records pertaining to other legal matters are retained for 30 years; and material of precedent value is retained for 35 years after a legal opinion is rendered and the file is closed. Files will be microfilmed and the copy kept permanently at the Department of Justice.

**PAC Number:** 88-002 **TBS Registration:** 002704 **Bank Number:** JUS PPU 010

#### Family Orders and Agreements Enforcement Assistance

**Description:** This bank contains information on individuals who are in default of family support orders or agreements. It contains identifying information, as well as applications submitted by provincial authorities for tracing such persons, for the garnishment of federal payments owed to them, and for the denial or suspension of federally issued licences including passports. It also contains records of federal payments to such individuals that were diverted in compliance with a garnishee summons. The application form includes a request for the social insurance number (SIN) of the person being traced or garnished or whose licence is to be denied or suspended. Since the form is part of the regulations, this is a use authorized by statute and regulations. The Act and regulations also provide for the search of designated federal data banks for matching and compiling data. The designated banks are from the Department of Human Resources Development [Canada Pension Plan Record of Earnings; Canada Pension Plan Retirement and Survivors' Benefits (individuals); International Social Security-Domestic and Foreign Benefits-Computer Master Benefit Data; Record of Employment (Third Copy); Benefit and Overpayment Master File; Social Insurance Number Registration (HRDC/PPU/140, 146, 175, 385, 180 and 390)]; and from the Canada



Customs and Revenue Agency (Taxation Taxpayer Master File; Information Returns (INFODEC) Data Bank (RC/PPU-040 and 150)). **Class of Individuals:** Individuals who are in default of family support orders or agreements, or who are in violation of custody or access rights. **Purpose:** The information in this bank is maintained to carry out the Government of Canada's responsibilities under the Family Orders and Agreements Enforcement Assistance Act. The information is used to obtain addresses for use by authorized organizations, to comply with legal garnishee summonses served on the Crown and to deny or suspend federal licences. **Retention and Disposal Standards:** Information is retained at the Family Orders and Agreements Enforcement Assistance Unit Office for a period of 30 calendar years. **Related to PR#:** JUS PPR 030 **TBS Registration:** 001870 **Bank Number:** JUS PPU 125

#### Garnishment Registry

**Description:** This bank contains information on civil servants and contractors who are subject to garnishment of wages and other remuneration under the Garnishment, Attachment and Pension Diversion Act. It contains identifying information, financial information on the nature and amount of debts owed, the employment status of the civil servant or contractor, court orders, garnishment summonses and administrative documentation. **Class of Individuals:** Civil servants and contractors who are subject to garnishment of wages and other remuneration's under the Garnishment, Attachment and Pension Diversion Act. **Purpose:** To fulfill the Department of Justice's responsibility to administer the Garnishment, Attachment and Pension Diversion Act. **Retention and Disposal Standards:** The records are retained for 21 years. **TBS Registration:** 003914 **Bank Number:** JUS PPU 150

#### Grants and Contributions Fund

**Description:** This data bank contains information on projects submitted for financial assistance or funded under the terms and conditions of the Department of Justice Grants and Contributions Fund. The Department of Justice administers a discretionary fund designed to promote and implement selected reforms in the justice system. Funds are available to individuals, Canadian or international non-profit organizations, provincial or territorial governments, regional or municipal governments, universities, bands and tribal councils for the development of short-term, non-recurrent initiatives. The bank contains project specific information including name and address of funding applicant, project description, time frames, financial data, etc. **Class of Individuals:** Individuals and members of private and government organizations who have submitted requests for financial assistance. **Purpose:** The information is used to evaluate the merits of the proposals and to monitor the progress of funded projects. **Retention and**

**Disposal Standards:** The records are retained for ten years after the project has been superseded, rejected or completed. **TBS Registration:** 003918 **Bank Number:** JUS PPU 165

#### Information Disclosed Pursuant to Paragraph 8(2)(m) of the Privacy Act

**Description:** This bank contains copies of personal information disclosed pursuant to paragraph 8(2)(m) of the Privacy Act, as well as internal memoranda and correspondence with the Privacy Commissioner. **Class of Individuals:** Individuals whose personal information have been disclosed because the public interest in disclosure clearly outweighed any invasion of privacy that could have resulted from the disclosure, or because the disclosure clearly benefited the individual to whom the information relates. **Purpose:** The bank is used to record disclosures of personal information under paragraph 8(2)(m) of the Privacy Act and to report on the number of these requests. **Retention and Disposal Standards:** Material is retained for two years after the last action on file. **TBS Registration:** 003910 **Bank Number:** JUS PPU 145

#### Information Disclosed to Investigative Bodies Pursuant to Paragraph 8(2)(e) of the Privacy Act

**Description:** This bank contains copies of requests for disclosure of personal information submitted under paragraph 8(2)(e) of the Privacy Act by investigative bodies listed in Schedule II of the Privacy Regulations. This bank also contains the replies to such requests and particulars related to their processing. **Class of Individuals:** Individuals about whom requests for personal information have been received from federal investigative bodies pursuant to paragraph 8(2)(e) of the Privacy Act. **Purpose:** The bank is used to record disclosures of personal information to federal law enforcement bodies under paragraph 8(2)(e) of the Privacy Act and to report on the number of these requests. **Retention and Disposal Standards:** Material is retained for two years after the last action on file. **TBS Registration:** 003909 **Bank Number:** JUS PPU 140

#### Information on Federally Appointed Judges

**Description:** This bank contains information on federally appointed judges, including lists of current federally appointed judges, of current and future vacancies, of women judges, of judicial appointments, elevations and transfers, and press releases issued to announce appointments and elevations of judges. Some records include material compiled from public sources concerning potential candidates for appointment to the Supreme Court of Canada. **Class of Individuals:** Federally appointed judges and potential candidates for appointment. **Purpose:** The information is compiled to provide statistical information for court profiles; to assess the adequacy of judicial resources and predict vacancies; to monitor the representation of women in the federal judiciary; and to provide advice to the Minister. **Retention**

**and Disposal Standards:** The records are updated several times a year. **TBS Registration:** 003916 **Bank Number:** JUS PPU 160

### Lawyers Appointed Agents of the Minister of Justice

**Description:** This bank contains information on lawyers appointed as agents of the Minister of Justice to assist client departments. The bank contains information on these lawyers. **Class of Individuals:** Lawyers appointed as agents for the Minister of Justice.

**Purpose:** Records in this bank are used for internal accounting and to monitor status of cases. **Retention and Disposal Standards:** Records are retained for 10 years. **PAC Number:** 88-002 **TBS Registration:** 001655 **Bank Number:** JUS PPU 025

### Prosecution and Related Criminal Matters

**Description:** The information contained in this bank is used to provide legal advice and representation in criminal prosecutions and other criminal matters.

The bank contains information on prosecutions for infractions of federal statutes within the jurisdiction of the Attorney General of Canada, extradition, rendition and mutual legal assistance cases. It includes briefs and written pleadings at both trial and appeal stages, subpoenas and other writs, transcripts of evidence and related memoranda of law, summaries, statements, affidavits, memoranda, legal opinions, reports and correspondence. The information is compiled from a number of sources both Canadian and foreign. **Class of Individuals:** Canadians, persons present in Canada, and persons who have been the subject of prosecution, extradition, rendition, mutual assistance, or mercy of the Crown proceedings. **Purpose:** The material in this bank is used to enforce or administer federal statutes (such as the Controlled Drugs and Substances Act, the Customs Act, the Excise Act) and for the implementation of Canada's obligations under the Extradition Act and the Mutual Legal Assistance in Criminal Matters Act. **Retention and Disposal Standards:** Records are retained for 30 years, unless there is material of precedent value, in which case the file is kept for 35 years after a legal opinion is rendered and the file is closed. Files will be microfilmed and the copy kept permanently in the Department of Justice.

**PAC Number:** 88-002 **TBS Registration:** 002705 **Bank Number:** JUS PPU 015

### Prosecution of Young Offenders

**Description:** This bank contains information on prosecutions under the Criminal Code only in the Yukon and Northwest Territories, and for infractions of other federal statutes throughout Canada. It includes briefs and pleadings at both trial and appeal stages, subpoenas and other writs, transcripts of evidence and related memoranda of law, summaries, statements, memoranda and correspondence. The information is compiled from a number of sources, both Canadian

and foreign. **Class of Individuals:** Canadians and persons present in Canada who have been the subject of prosecution for an offence alleged to have been committed by a person between the ages of 12 and 18 at the time of the offence and dealt with in Youth Court. **Purpose:** The material in this bank is used for the purpose of enforcing federal statutes. **Retention and Disposal Standards:** Records are retained for varying periods depending on the circumstances. See subsection 45(1), paragraphs (a) to (f) of the Young Offenders Act, RSC 1985, Chapter Y 1 for the criteria and limits. **TBS Registration:** 003004 **Bank Number:** JUS PPU 130

### Security Investigations

**Description:** This bank contains investigative reports and correspondence with respect to security incidents, allegations and threats against employees of the Department of Justice. **Class of Individuals:** Current or former employees and members of the public. **Purpose:** The information is compiled to carry out necessary investigations and may be shared with other federal Departmental Security Officers and/or police departments. **Consistent Uses:** The information is used to inform the Deputy Minister of security incidents, allegations and threats against employees. **Retention and Disposal Standards:** Records are retained for five years. **TBS Registration:** 003915 **Bank Number:** JUS PPU 155

### Service Contractors Inventory

**Description:** This bank contains information on the qualifications and experience of firms and individuals wishing to obtain contracts or already contracting with the Department. Information includes contracts, questionnaires, requisitions for service contracts, evaluations of contractors performance, geographic location of the firms, and pertains to ownership principals and associates, resources, professional competence, fields of expertise, experience and language capabilities. **Class of Individuals:** Firms and individuals wishing to obtain contracts or already contracting with the Department. **Purpose:** The information in this bank is used to assist in awarding contracts. **Retention and Disposal Standards:** Records are deleted from the bank six months after the firm or individual has failed to re-apply for inclusion. **PAC Number:** 86-001 **TBS Registration:** 001660 **Bank Number:** JUS PPU 095

## Classes of Personal Information

### Mailing List

This class of personal information contains the names and addresses of individuals who are on mailing lists to receive publications and other publicly available materials relating to departmental activities. The lists are used by all sectors of the Department and are updated on a continuing basis. The correspondence and request

cards from individuals used for amending addresses and to add or delete individual names on mailing lists are retained until the mailing lists have been amended.

### **Management Effectiveness Survey (Upward Feedback)**

This class of information contains employees' attitudes regarding management effectiveness with regards to work supervision, communications, training and development. The results of questionnaires serve as a catalyst to improve management practices within work units. Information from the questionnaires without respondent identifier is retrievable by location (client department) except for units having five employees or less, in which case the information is available by groups of three units without respondent identifier.

### **Subject Files and Routine Correspondence**

Some departmental programs and activities result in the accumulation of personal information which is not contained in the personal information banks described above. This personal information is stored within subject files described as part of the Department's Information Holdings where records are not normally retrieved by the name of the individual or other personal identifier. This form of personal information consists of enquiries concerning particular justice matters, as well as requests for publications and reports. The information is normally retrievable only if specifics are provided concerning the subject matter. Retention of this form of personal information is controlled by the records schedules of the subject files in which the information is stored.

## **Manuals**

- Access to Information and Privacy Administrative Procedures Manual
- Business Manual (designed for business involved in the sale of firearms)
- Contracting for Services Manual
- Dispute Resolution Reference Guide
- Procedures Manual – Central Registry of Divorce Proceedings
- Procedures Manual – Family Orders and Agreements Enforcement Assistance Unit
- Security Manual

## **Additional Information**

The headquarters of the Department is located in Ottawa where additional information about the Department of Justice may be obtained from:

Communications Branch  
4<sup>th</sup> Floor, East Memorial Building  
284 Wellington Street  
Ottawa, Ontario  
K1A 0H8  
Tel.: (613) 957-4222

### **Regional Offices**

There are six regional offices: the Atlantic Regional Office, located in Halifax; the Quebec Regional Office, located in Montreal; the Ontario Regional Office, located in Toronto; the Prairie Region, with regional offices in Winnipeg, Saskatoon and Edmonton and a sub-office in Calgary; the British Columbia Regional Office, located in Vancouver; and the Northern Region, with regional offices in Yellowknife, Inuvik, Iqaluit and Whitehorse.

## **Reading Room**

### **National Capital Region**

Room A-238, East Memorial Building  
284 Wellington Street  
Ottawa, Ontario  
K1A 0H8



# Environment Canada

## Chapter 55

### General Information

### Background

The Department of the Environment was established by the Government Reorganization Act, 1970-71-72, ch. 42 on June 10, 1971. The Department, also known as Environment Canada, has as its primary duties renewable resources management and the protection of Canada's air, water and land resources. The departmental organization has three principal services: Environmental Protection which concentrates on response strategies and behavioural changes to prevent pollution of air, land and water ecosystems; Environmental Conservation which focuses on sustainable development of environmental resources; and Atmospheric Environment which focuses on integrated monitoring, atmospheric sciences, and services to Canadians.

The information holdings of the department are largely integrated and are often the product of more than one region or service. For example, Environmental Protection Service will benefit from science done in Environmental Conservation Service and Atmospheric Environment Service.

### Responsibilities

The primary objective of the Department of the Environment is to preserve and enhance the quality of the environment for the benefit of present and future generations of Canadians. Departmental programs are designed to promote the establishment or adoption of objectives and standards relating either to environmental quality or pollution control, to ensure the wise management and use of renewable resources and to provide Canadians with environmental information in the public interest. As well, the department ensures that new federal projects, programs and activities are assessed early in the planning process for potentially adverse effects on the environment.

### Legislation

- Alice Arm Tailings Deposit Regulations
- Arctic Waters Pollution Prevention Act
- Asbestos Mines and Mills Release Regulations
- Canada Water Act
- Canada Wildlife Act
- Canadian Environment Week Act
- Canadian Environmental Protection Act
- Chlor-Alkali Mercury Release Regulations
- Chlorobiphenyls Regulations
- Chlorofluorocarbon Regulations
- Contaminated fuels Regulations
- Department of the Environment Act
- Department of the Environment Omnibus Amendment Order
- Export and Import of Hazardous Wastes Regulations
- Federal Mobile PCB Treatment and Destruction Regulations
- Federal Real Property Act
- Fisheries Act
- Game Export Act
- International River Improvements Act and Regulations
- Lac Seul Conservation Act
- Lake of the Woods Control Board Act
- Masked Name Regulations
- Meat and Poultry Products Plant Liquid Effluent Regulations
- Metal Mining Liquid Effluent Regulations
- Migratory Birds Convention Act
- Migratory Birds Regulations
- Migratory Birds Sanctuary Regulations
- Mirex Regulations
- National Round Table on the Environment and the Economy Act
- National Wildlife Week Act
- Navigable Waters Protection Act
- New Substances Notification Regulations
- Ocean Dumping Regulations
- Omnibus Amendment Order
- Omnibus Order 1993-1
- Ozone Depleting Substances Regulations
- Ozone-depleting Substances Products Regulations
- PCB Waste Export Regulations
- Pest Control Products Act
- Petroleum Refinery Liquid Effluent Regulations
- Phosphorus Concentration Regulations
- Polybrominated Biphenyls Regulations
- Polychlorinated Terphenyls Regulations
- Potato Processing Plant Liquid Effluent Regulations

- Pulp and Paper Effluent Regulations
- Pulp and Paper Mill Defoamer and Wood Chip Regulations
- Pulp and Paper Mill Effluent Chlorinated Dioxins and Furans Regulations
- Resources and Technical Surveys Act
- Secondary Lead Smelter Release Regulations
- Storage of PCB Material Regulations
- Toxic Substances Export Notification Regulations
- Transportation of Dangerous Goods Act
- Vinyl Chloride Release Regulations
- Weather Modification Information Act and Regulations
- Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act
- Wildlife Areas Regulations

## Organization

### Corporate Services

Administration and Environmental Management, Corporate Management and Review, E-Government Secretariat, Finance, Ministerial Services and Systems and Informatics.

#### ♦ Administration and Environmental Management

Environmental Management System; Environmental Operations for Governments; Federal House in Order; Information Management (Access to Information and Privacy, Information Holdings, Library, and Records and Mail); Material and Contract Management; and Real Property and Security.

#### ♦ Corporate Management and Review

Operational Planning and Program Integration, Corporate Accounting and Review, Audit and Evaluation.

#### ♦ E-Government Secretariat

Government On-Line Project.

#### ♦ Finance

Financial Planning and Resource Analysis; Financial Policy, Systems and Accounting; Service Financial Advisors.

#### ♦ Ministerial Services

Ministerial Correspondence; Parliamentary Relations, Scheduling and Briefing.

#### ♦ Systems and Informatics

IT Business Strategies, Business Systems Support and IT Operations.

### Environmental Conservation Service

The goal of the Environmental Conservation Service (ECS) is to ensure that future generations of Canadians inherit a natural environment as rich as the one we enjoy today. Working with many partners – individual Canadians, other federal departments, environmental and community groups, Aboriginal peoples, industry, other levels of government, and international organizations. ECS focusses on three main things: wildlife conservation; science for decision-making; and ecosystem conservation. ECS consists of three directorates: Canadian Wildlife Service, Ecosystems and Environmental Resources Directorate and Ecosystems Science Directorate.

#### ♦ Canadian Wildlife Service

The Canadian Wildlife Service manages domestic and international wildlife and biodiversity matters that are the responsibility of the federal government, such as management of migratory birds, endangered species, and conserving nationally significant habitat.

#### ♦ Ecosystems and Environmental Resources Directorate

The Ecosystems and Environmental Resources Directorate provides strategic planning, information tools to support ecosystem and nature conservation, and provides leadership on nature conservation priorities including the Arctic and freshwater.

#### ♦ Ecosystems Science Directorate

The Ecosystem Science Directorate promotes environmentally responsible decision-making by providing knowledge of ecosystem functions and processes, evaluating ecosystem health, developing guidelines, standards and indicators of environmental quality and communicating this information to Canadians. ESD also provides secretariat services to the departmental Science and Technology Management Committees.

### Environmental Protection Service

The focus of the EPS mandate is on the assessment and management of risk associated with domestic and international sources of pollution. The range of activity is broad: assessment of substances and practices that pose a risk to the environment, development and implementation of environmental protection measures including pollution prevention, regulations, permits and technology advancement; and ensuring compliance

with federal pollution and wildlife laws. These activities lead to improvements in environmental quality which helps to support the health of Canadians and their economic security. A large part of the EPS mandate involves carrying out environmental protection obligations under the Canadian Environmental Protection Act and the pollution prevention provisions of the Fisheries Act. EPS consists of five directorates: Air Pollution Prevention Directorate, Environmental Technology Advancement Directorate, National Programs Directorate, Strategic Priorities Directorate and Toxics Pollution Prevention Directorate.

#### ◆ Air Pollution Prevention Directorate

The Air Pollution Prevention Directorate manages and coordinates pollution prevention activities for global air issues (climate change and ozone depletion), transboundary air issues (smog, acid rain, particulates, and hazardous air pollutants), pollution data (NPRI, greenhouse gases and conventional pollutants), transportation systems and related industries, and oil, gas and energy industries.

#### ◆ Environmental Technology Advancement Directorate

The Environmental Technology Advancement Directorate helps protect the environment through Canadian science, technology and know-how.

#### ◆ National Programs Directorate

The National Programs Directorate provides policy direction and coordination on Environment Canada's responsibilities for: environmental assessment; enforcement of pollution and wildlife regulations; promoting federal government compliance with environmental regulations; and emergency operations, prevention and preparedness.

#### ◆ Strategic Priorities Directorate

The Strategic Priorities Directorate provides policy advice on matters of strategic interest to EPS including those related to interjurisdictional issues, and direction to the longer term planning and program integrity of EPS and the Clean Environment Business line.

#### ◆ Toxics Pollution Prevention Directorate

The Toxics Pollution Prevention Directorate determines the issues and risks associated with toxics, takes action on persistent bioaccumulative toxics, and on other toxics and substances of concern.

## Human Resources Directorate

### ◆ Classification and Staff Relations

Classification; Policies, Procedures and Guidelines.

### ◆ Human Resources Management and Development

Human Resource Planning, Staffing and Work Force Adjustment, Continuous Learning, Official Languages.

### ◆ Human Resources Operations (NCR)

Service to all NCR Clients, Management of the Executive Group.

## Policy & Communications

Policy and Communications helps define, promote and support Ministerial and departmental priorities, policy directions and helps ensure that the department presents these priorities in a consistent, coherent and coordinated manner within the federal government as well as nationally and internationally. It does this through a combination of communications and consultations, by coordinating and guiding environmental policy within the department and across government, and by representing departmental interests at national and international levels. Policy and Communications also coordinates specific programs which support and encourage environmentally friendly actions, and which promote the department's and the private sector's environmental expertise in the global market. Policy and Communications consists of the six directorates: Climate Change Bureau, Communications and Public Outreach Programs and Services Directorate, Economic and Regulatory Affairs Directorate, International Relations Directorate, Policy Research Directorate and Strategic Directions and Policy Coordination Directorate.

### ◆ Climate Change Bureau

The Climate Change Bureau (CCB) supports the federal Environment Minister in his role as policy lead on the climate change file. The Bureau leads and coordinates Canada's participation in international negotiations in co-operation with the Department of Foreign Affairs and International Trade (DFAIT) and others. As the Department's focal point on climate change, CCB leads and coordinates the development of climate change policy for Canada in co-operation with Natural Resources Canada (NRCan) and others. The Bureau serves as the Public Education and Outreach (PEO) program secretariat for the Climate Change Action Fund on behalf of the Government of Canada.



### ◆ Communications and Public Outreach Programs and Services Directorate

The Communications and Public Outreach Programs and Services Directorate plays a critical role in ensuring that Environment Canada connects with Canadians. It provides strategic communications advice and operational support to the Minister and senior management, and helps Canadians take an active role in the conservation and protection of our environment at the community level, through public outreach programs. Key communications responsibilities include strategic advice, media relations, electronic media monitoring, public opinion research, Ministerial speeches, events planning and the development of communications products and activities. In addition, the Directorate provides information to Canadians through the departmental Web site, called the Green Lane ([www.ec.gc.ca](http://www.ec.gc.ca)), as well as the Public Inquiry Centre (1-800-668-6767). It also facilitates citizen engagement through public outreach programs such as EcoAction, Environment Week and the Youth Round Table on the Environment.

### ◆ Economic and Regulatory Affairs Directorate (ERA)

The Economic and Regulatory Affairs Directorate provides policy, economic analysis and regulatory advice and support for environmental issues, strategic policy development and implementation. ERA fosters policy innovation in the area of economy-environment integration (trade, budget, economic instruments); contributes to policy priorities (e.g., climate change, international agenda); promotes sound regulatory development (regulatory impact assessments, regulatory reform); develops and applies economic analytical tools in support of policy development (e.g., cost and benefit models, valuation).

### ◆ International Relations Directorate

The International Relations Directorate provides strategic coordination and policy advice to ensure coherence between domestic and international policy and programs and also among international activities of the department. It also supports Environment Canada's, and in some cases the government's, involvement with United Nations organizations (United Nations Environment Program, Commission on Sustainable Development); the environment and sustainable development work of the OECD, APEC, etc.; the North American Commission on Environmental Cooperation (CEC); the International Institute for Sustainable Development (IISD); and G-8. The Directorate also manages key bilateral relations with countries such as U.S., China, Russia, Mexico, Chile and the European Union.

### ◆ Policy Research Directorate

The Policy Research Directorate supports Environment Canada's investment in environmental knowledge management by guiding the development of an overall framework and by creating knowledge products that help integrate and explain Canadian policies with respect to the environment (e.g., priority-setting tools such as trend and survey analyses and indicators).

### ◆ Strategic Directions and Policy Coordination Directorate

The Strategic Directions and Policy Coordination Directorate assists the Minister and the department in defining policy objectives and priorities and identifies opportunities to advance these interests within the federal government. It plays a strong role in federal, provincial and Aboriginal relations and in consultations with key stakeholders and organizations. It works to ensure coherence and consistency in departmental and federal policy, particularly in areas related to sustainable development.

## Meteorological Service of Canada

The Meteorological Service of Canada (MSC) delivers, with the regions, the Atmospheric Environment Program (AEP). AEP's main activities include services related to monitoring and forecasting air quality, weather, climate and ice conditions, and to monitoring of water quantity and quality. AEP also carries out research in atmospheric sciences to improve our understanding of the atmosphere and to help Canadians understand how they affect the environment.

While the regions are responsible for observation and most service production and delivery, MSC is responsible for AEP's overall direction and standards, for specialized services like ice services, for support services – for example, super-computing, forecast guidance, and climatological and hydrological data archiving – and for most atmospheric research. MSC is also responsible for international affairs, including relations with the World Meteorological Organization, program plans, and performance measurement. It contributes, through its science and activities such as science assessment, to the development of the department's policies dealing with the atmospheric environment.

The Meteorological Service of Canada consists of five directorates that strive toward providing Canadians – as citizens, clients or decision-makers – with enough information to enable them to make wise decisions about their health, their safety and the environment.

## ♦ Atmospheric and Climate Science

Working closely with Canadian universities and international scientific organizations, this directorate researches the mechanisms that control atmospheric and climate processes. This information is used to forecast atmospheric changes and help Canadians adapt to them, and to prevent or mitigate atmospheric catastrophes.

The Air Quality Research Branch does research on important atmospheric constituents such as ozone and greenhouse gases, and on atmospheric pollutants, such as acid rain, smog and toxics, and particulate matter, including their transport, deposition and transformation.

The Climate Research Branch does research on three main areas: producing numerical models to see how climate variations or the production of greenhouse gases will affect our climate in the future; monitoring and analyzing climates, principally in Canada and the Arctic; and examining climate processes, such as land-surface atmospheric exchanges, which are crucial in our ability to understand and simulate its evolution.

The Meteorological Research Branch does research to help the weather and environmental services program improve the accuracy and timeliness of its analyses and forecasts. It focuses on data assimilation and remote sensing, numerical weather prediction and physical atmospheric processes. It does so in close collaboration with the Canadian Meteorological Centre.

The Adaptation and Impacts Research Group looks at the socio-economic impacts of climate change and atmospheric pollution and develops adaptation strategies for Canadians.

The Science Assessment and Integration Branch produces full science assessments and other science-based documents pertaining to the atmospheric sciences relevant to selected air issues such as stratospheric ozone depletion, acid rain, ground-level ozone and particulate matter, and climate change. As well, the Branch uses the implications of the science assessments to mediate the development of appropriate policies, guidelines and objectives with a wide range of stakeholders, including provincial, federal and national policy-makers, industry representatives and environmental organizations.

## ♦ Atmospheric Environment Prediction Directorate

This Directorate provides leadership for all prediction activities of the Atmospheric Environment Program and is responsible for numerical weather prediction, national informatics and telecommunications. It includes four

branches: National Prediction Programs and three others that form the Canadian Meteorological Centre (CMC) — Informatics, Operations and Development. The National Prediction Programs Branch leads and coordinates prediction programs among regional and central components. It also develops common approaches and promotes collaboration in the areas of production and dissemination systems and programs.

The Canadian Meteorological Centre provides forecast guidance to national and regional prediction centres. The Centre is responsible for the national telecommunications and data management systems and for the national meteorological and environmental predictions. CMC also co-ordinates national and international support to environmental emergencies. The Centre gathers, archives, analyses and disseminates data related to climate, stratospheric ozone, ultraviolet radiation and air quality. The CMC plays a primary role in technology transfer to regions. Some of the clients for this specialized information include Transport Canada (Nav Canada), National Defense, other government departments and agencies, several airlines, the media and many private companies. It is made up of three branches:

The Informatics Branch provides centralized computing and telecommunications services to meet the Atmospheric Environment Programs' objectives, support other departmental operations, and assist other approved users. It operates and maintains the supercomputer facility in Dorval and various telecommunications networks.

The Operations Branch is responsible for the operation of the weather, climate and air quality programs at the Canadian Meteorological Centre, and for the national and international Environmental Emergency Response service.

The Development Branch ensures that research findings are transferred into the operations of the Canadian Environmental Forecasting Systems, develops systems and products for the Canadian Environmental Forecasting Systems, and advises senior managers on forecasting techniques and related infrastructure.

## ♦ Atmospheric Monitoring and Water Survey

This directorate provides national leadership to ensure that monitoring systems and related information services are provided to all Canadians. The directorate's goal is to ensure that nationally coherent, cohesive and cost-effective monitoring systems and related information services meet national and international standards and fulfill present and future user requirements.



The directorate is comprised of four branches and three divisions reporting to the Director General.

The National Weather and Climate Networks Branch provides functional leadership and coordination for the national weather and climate networks, strategic engineering and test and evaluation support.

The National Radar Project is responsible for the project management, coordination and implementation of the National Doppler Radar Plan (NRP). By the summer of 1999, seven Doppler Radars were in operation. By the year 2003, 30 Doppler Radars are planned to be in operation.

The Water Survey Branch provides functional leadership and coordination for water survey networks and hydrology programs.

The National Archives and Data Management Branch is responsible for the national archives, the provision of national climate services and related data management activities. This branch provides functional leadership, advice and coordination to ensure effective data management, life cycle management support systems and data access.

The Data Standards and Quality Management Division establishes performance standards and operating procedures, and manages related documentation. In addition, the division is responsible for monitoring network performance in real-time and for central coordination of problem response actions.

The National Weather and Climate Operations Division contributes to the sustainable operation of Canada's atmospheric monitoring networks by providing engineering and technical support and procurement services.

### ◆ Policy and Corporate Affairs

This directorate provides an ongoing assessment of the health of the Weather and Environmental Prediction program. This broad focus is reflected in the directorate's activities. International Affairs and relations with the planning and policy functions of Environment Canada are at its core. It also handles strategic capital planning and the overall stewardship of national standards and performance assessment reporting.

Through the planning process, this directorate helps to implement the changes resulting from the Alternative Service Delivery initiative and is also responsible for the Weather and Environmental Prediction Table and overall strategic planning with the regions.

The Business Planning and Development Branch provides planning support for the Weather and

Environmental Predictions (WEP) program, including measuring program results to ensure they meet performance targets. The group also provides a program evaluation service for all national and regional components of WEP, and is the corporate secretariat for the Atmospheric Environment Service and WEP.

The Policy and International Affairs Branch ensures the WEP program is represented at international fora such as the World Meteorological Organization (WMO) and acts as a liaison for policy initiatives inside and outside Environment Canada that relate to WEP. The branch also handles ministerial correspondence and provides support for the ADM's corporate role.

The Strategic Capital Planning Branch oversees the administration and management of major capital investments related to WEP.

Special Projects' Senior Climatologist David Phillips studies climate in Canada and promotes awareness and understanding of weather and climate in our country. Mr. Phillips is well-known as a media spokesperson on weather and climate and for his WMO climate activities. He is the author of the popular Canadian Weather Trivia Calendar and The Climates of Canada as well as other books on meteorology.

The Climate Change Action Fund (CCAF) was established by the federal government to help Canada meet its commitments under the Kyoto Protocol to reduce greenhouse gas emissions. The CCAF is intended to support early actions to reduce greenhouse gas emissions and to increase understanding of the impact, the cost and the benefits of the Protocol's implementation and the various implementation options open to Canada. One component of the Fund addresses Science, Impacts and Adaptation and is co-managed by EC (MSC) and Natural Resources Canada. Climate processes research, climate modeling and monitoring, impact studies and adaptation research are all supported.

### ◆ Services, Clients and Partners

This directorate focuses on the needs of clients and partners and acts as a conduit for communications between clients, partners and the Atmospheric Environment Program (AEP). It also provides direct services to major clients through the Canadian Ice Service and the Interagency Service Branch.

The Meteorological Services Branch focuses on the relationship with public good clients and ensures their perspective is represented in policies.

The Interagency Services Branch manages the relationship with National Defence and NAV CANADA, and coordinates national delivery of services to them.



The Canadian Ice Service Branch delivers services to the Canadian Coast Guard concerning the movement of ice processes. It does so in close collaboration with the Canadian Meteorological Centre.

The Specialized Clients and Partners Branch maintains contact with all cost-recovery clients and helps to develop and implement a cost recovery framework.

The Revenue Management Branch advises on major contract renewals and sets up a cost accounting system.

The Performance Monitoring and Standards Branch systematically monitors performance to ensure MSC is meeting its targets for quality service.

## Information Holdings

### Program Records

#### Environmental Conservation Service

##### ♦ Canadian Wildlife Service

###### Aboriginal People

**Description:** Information and correspondence on native harvest surveys comprehensive land claims and self-government issues. **Topics:** Hunting and fishing rights, treaties, acts and regulations, Council of Yukon Indians, Inuit, Naskapi, Western Arctic Inuit – COPE, Nunavut, Gwich'in and Sahtu Dene/Metis, Labrador Inuit, Innu Nation of Labrador, Makivik Offshore, Nisga'a Treaty (B.C.). **Access:** Files are arranged by name of individual. **Program Record Number:** ENV ECS 115

###### Biodiversity

**Description:** Information on biodiversity conservation and the sustainable use of biological resources. **Topics:** Wide range of biodiversity related issues including Agenda 21, agriculture, biotechnology, business and economy, ecosystems, education, extinction, fisheries, forestry, wildlife and endangered species, genetic resources, parks and protected areas, population and consumption, and sustainable development. Also, includes national and international biodiversity strategies. **Access:** Files are arranged by subject and listed by author or subject. Available at the Biodiversity Convention Office (BCO). **Program Record Number:** ENV ECS 125

###### Canadian Biodiversity Strategy

**Description:** Supporting documentation for Canadian Biodiversity Strategy and the Convention on Biological Diversity. **Topics:** Reports on ten expert focus groups convened to provide input into the CBS; a compilation of recommendations relevant to biodiversity already

being undertaken by governments; an inventory of current government policies, programs and legislation relevant to biodiversity; and preparatory documentation for the drafting of the convention on Biological Diversity.

**Access:** Available at the Biodiversity Convention Office.

**Storage Medium:** Inventory information is available on computer database. **Program Record Number:** ENV ECS 130

#### Federal Policy on Wetland Conservation

**Description:** Information on the roles and responsibilities of federal agencies, commitments of federal government and strategies to promote wetland conservation nationally and internationally; the development and assessment of selection criteria affecting wetlands; analysis and advice to provincial and territorial jurisdictions with regard to wetland policy development; implementation of national and international wetland programs with partner agencies; interaction with North American Waterfowl Management Plan; provision of advice to the public, Parliament and Minister on the Policy and other initiatives affecting wetland conservation; development of selection criteria for Ramsar sites; publications and public and scientific events on wetland and habitat conservation. **Topics:** Biodiversity conservation, Ministerial enquiries; Ramsar Convention on Wetlands of International Importance; policy advice to federal agencies. **Program Record Number:** ENV ECS 500

#### Habitat Conservation

**Description:** Information on habitat strategies, plans and data banks; research on habitat impacts from exotic species and land use changes; resource strategies and methodologies to monitor habitat changes/impacts; provision of land management services and advice to federal departments and agencies responsible for administering federal lands located in the provinces or specially dedicated lands located in the territories. National co-ordination of Ramsar Convention and delivery of Federal Policy on Wetland Conservation. **Topics:** Habitat planning and management; resource management data; federal land data; public awareness; policy research and coordination; Canada Committee on Ecological Areas. **Program Record Number:** ENV ECS 165

#### Migratory Bird Surveys

**Description:** Information on the biometry of migratory birds. **Topics:** Migratory game birds hunting permits; waterfowl harvest; breeding bird surveys; data processing. **Program Record Number:** ENV ECS 105

#### National Wildlife Areas and Migratory Bird Sanctuaries

**Description:** Public information and correspondence at all levels, concerning policies and regulations that govern land use activities on these designated

nationally significant wildlife habitat areas. Activities also include development of selection criteria for both terrestrial and marine areas, consultation and development of management plans, progress reporting and scientific research and data collection. **Topics:** Agreements; policy; regulations; rentals; leases.

**Program Record Number:** ENV ECS 135

### North American Waterfowl Management Plan (NAWMP)

**Description:** Information on the development, coordination and planning of the North American Waterfowl Management Plan (NAWMP). **Topics:** Joint ventures; implementation agreements (multilateral, internal); NAWMP committees; long-term and annual work plans; funding arrangements; communications and general correspondence. **Program Record Number:** ENV ECS 170

### Ornithology

**Description:** Information on all aspects of migratory birds and their conservation. **Topics:** Migratory Birds Convention Act and Regulations; waterfowl hunting; North American Waterfowl Management Plan; bird banding programs; reports, studies and surveys; sanctuaries; migratory bird sanctuaries regulations; damage to crops by birds; Canadian Landbird Conservation Strategy; songbirds, seabirds, shorebirds; permits; research on species; use of birds; waterfowl kill statistics; waterfowl populations; breeding ground survey; breeding bird survey; brood production survey; waterfowl status reports. Correspondence with provinces, United States Fish and Wildlife Service; Mexico; and states on migratory birds and their conservation. **Access:** Files are arranged by name and geographic locations. **Program Record Number:** ENV ECS 120

### Toxicology Network

**Description:** Activities supporting the Toxicology Network, a network of scientists in Canadian universities conducting toxicology research in response to Canadians' concerns about toxic substances and risks posed to human health and the environment. **Program Record Number:** ENV ECS 100

### Transboundary Wildlife

**Description:** Public information and correspondence on the proposal to explore for and develop potential oil and gas reserves in the sensitive coastal plain of the Arctic National Wildlife Refuge in northeast Alaska. **Program Record Number:** ENV ECS 575

### Wildlife Management

**Description:** Information on the federal participation and responsibilities in the management of wildlife. **Topics:** Endangered species conservation; endangered species legislative development; Committee on the

Status of Wildlife in Canada; Recovery of Nationally Endangered Wildlife; Endangered Species Recovery Funds; transboundary wildlife; Porcupine Caribou Management Agreement; Convention on the International Trade in Endangered Species (CITES); Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act (WAPPRIITA); Canada Wildlife Act; Conservation of Arctic Flora and Fauna; Humane Trapping; Federal-Provincial Agreements; Correspondence on wildlife conservation issues. **Program Record Number:** ENV ECS 150

### Wildlife Toxicology

**Description:** Information and advice on the impacts of pesticides and pest control practices, environmental contaminants and other toxic substances on birds, other vertebrates wildlife (but not fish) and their habitats and foods (biodiversity). **Topics:** Predicting and evaluating wildlife effects of toxic substances for support of environmental conservation and protection policy and regulation development. Research to establish cause-effect relationships for toxic substances and wildlife, to identify toxic substances in the environment and their sources, to develop and apply assessment methodology including modelling and tests methods, and to select indicators of environmental quality and health of wildlife. Wildlife disease issues and federal contact point with the Canadian Cooperative Wildlife Health Centre. Biomonitoring of contaminant trends and effects in wildlife in Arctic, Great Lakes-St. Lawrence, Marine and other Canadian ecosystems. Laboratory services for measurement of selected contaminant residues, biomarkers and bioassays and quality assurance management. National Specimen Bank of more than 30,000 frozen specimens (mainly birds) dating from around 1970 and specimen preservation technology. National database of toxic chemicals residues in wildlife (primarily birds). Contaminants in waterfowl and wildfoods for human consumption. **Access:** By subject. **Program Record Number:** ENV ECS 145

## ◆ Ecosystems and Environmental Resources Directorate

### Canada-United States and Interjurisdictional Waters

**Description:** Information on activities carried out under specific Canada-United States agreements or arrangements such as investigative, control, or surveillance board activities for the International Joint Commission (IJC) or in other bilateral Canada-United States situations; studies and implementation programs under formal federal-provincial arrangements; and Canada-United States activities on shared river basins. Data collection and research carried out as a part of any of these formal arrangements are included as well as specific federal-provincial agreements required to carry out Canada's obligations in boundary waters (the Canada-Ontario Agreement on Great Lakes Water



Quality) and interprovincial arrangements (Prairie Provinces Water Board). Information is also available on water use for selected years and geographic areas.

**Topics:** Great Lakes connecting channels, Great Lakes programs and studies, International and Interprovincial Waters, Prairie Waters, Lake of the Woods, Ottawa River Regulation. **Access:** Files are arranged by subject and project title; many reports are referenced in AQUAREF. **Program Record Number:** ENV ECS 175

### Ecological Applications Research

**Description:** Information on production of nationally consistent spatial data on the ecological characteristics and resource potentials of land, dissemination of scientific knowledge, methods and techniques used for surveying and classifying land, including wetlands, by ecological characteristics, for assessing resource potentials, impacts and hazards and for increasing knowledge of land and land/water process linkages of concern in environmental management; assessment of potential climate change of the vegetative and land base of Canada and consequent implications for resource management. **Topics:** General correspondence; public awareness; inter-regional projects; wetlands and acid rain sensitivity; climate change; Canada Committee on Ecological Areas. **Program Record Number:** ENV ECS 160

### Ecosystem Initiatives

**Description:** Ecosystem Initiatives are partnership programs that have been put in place over the past ten years to address environmental, economic and social challenges in targeted geographic areas across Canada. They focus on issues involving air and water quality, resource use, human health and nature in an integrated manner responding to the unique problems of particular ecosystems and the unique needs of communities. **Program Record Number:** ENV ECS 210

### Flood Damage Reduction

**Description:** Information on all activities under federal-provincial flood damage reduction agreements, including flood risk mapping, construction of physical flood control works, and flood forecasting; policy development, data collection (hydrometric and other data collection programs and research for many water management purposes) carried out as an integral part of these agreements, and guidelines or methodology development and information programs directly in support of the program. **Topics:** Floods, flood damage reduction, floodplain mapping, designations. **Access:** Files are arranged by subject, geographic location, annual reports and project title; a FDRP website is available: [www.ec.gc.ca/water/en/manage/flood/e\\_cont.htm](http://www.ec.gc.ca/water/en/manage/flood/e_cont.htm). **Program Record Number:** ENV ECS 180

### Knowledge Integration

**Description:** Expert advice on the variety of information technologies and other electronic tools that are available for the management, integration and dissemination of scientific information and knowledge, and for consultation with the public and decision makers. Research and development into the efficacy of a number of different technologies, including geographic information systems, database management systems, animation and visualization applications, Internet and Intranet applications, multimedia, decision support systems. Applications developed for the specific needs of ECS and departmental staff. **Program Record Number:** ENV ECS 405

### Sustainable Development

**Description:** Implementation of departmental sustainable development strategy; analysis of links between environment resources and economic development in policy and programs development; analysis of success stories of sustainable development as models for further development. Responsibilities include provision of scientific and technical advice to other departments, governments and organizations, domestically and internationally, with respect to sustainable development. **Topics:** Sustainable development; wetlands policy; environment/economy integration; success stories of sustainable development; Canada's reports to the United Nations Commission on Sustainable Development. **Program Record Number:** ENV ECS 155

### Water Pollution Programs

**Description:** Information on federal/provincial programs; pollution control in coastal areas; International Joint Commission programs; data management; Arctic water programs coordination; program evaluation; interservice and interagency program coordination; program planning and development. **Topics:** Program coordination and evaluation; coastal zone; data management and analysis. **Program Record Number:** ENV ECS 270

## ◆ Ecosystems Science Directorate

### Atmospheric Transported Contaminants

**Description:** Research to investigate ecosystem-scale aquatic effects resulting from regional stressors such as the long-range transport of acidifying and persistent organic pollutants; information assessing aquatic ecosystem contaminants and their distribution, determining and modeling the factors controlling ecosystem responses (including pollutant fate and cycling), detecting and predicting trends, evaluating (with others) the environmental health of aquatic ecosystems, and providing technical advice to environmental managers. **Topics:** Great Lakes, Acid



Rain Hazardous Air Pollutants and Arctic programs of Environment Canada and Northern Contaminants Program of Department of Indian Affairs and Northern Development (DIAND). **Program Record Number:** ENV ECS 680

### **Ecosystem Health Objectives and Indicators**

**Description:** Information on integration of social, environmental and economic factors in developing objectives and indicators to enhance, protect and sustain the health of Canadian ecosystems. **Topics:** Ecosystem approach; a framework for developing ecosystem health goals, objectives and indicators; tools for Ecosystem-Based Management. **Program Record Number:** ENV ECS 495

### **Effects of Toxic Substances**

**Description:** Information on techniques to screen and assess priority substances and effluents for their potential to cause effects on aquatic biota, chemicals responsible for physiological and reproductive impacts, information to measure and predict exposure to a wide variety of contaminants in support of various national and regional ecosystem programs, e.g., CEPA, TSMP, EEM and Great Lakes 2000; assessments of priority substances and their impacts on the survival, growth and reproduction of biota. Future emphasis will shift toward the development of techniques to screen chemicals, effluents and environmental samples for physiological and reproductive impairment in aquatic biota, including fish and higher organisms. The development of methods to isolate and identify chemicals responsible for biological impacts in the environment will lead to the remediation of contaminated products, effluents and sites. More accurate prediction of exposure and effects of contaminants will greatly enhance our ability to assess their environmental hazard. **Program Record Number:** ENV ECS 675

### **Environmental Effects Monitoring**

**Description:** Information on potential adverse effects in aquatic environments from point source discharges. The information/scientific data generated is used to assess the adequacy of regulations and other pollution control approaches (e.g. for the Canadian pulp and paper industry), to aid in the development and assessment of environmental protection policies (e.g. for metal mining industry) and to provide benchmarks for Canadian industry in demonstrating their environmental stewardship. **Topics:** Environmental effects of industrial discharges (pulp and paper, mining, etc.); National EEM Database; Science-based decision-making; Expert working groups; Technical guidance document development; National coordination. **Program Record Number:** ENV ECS 640

### **Environmental Quality Guidelines**

**Description:** Information on national science-based guidelines/standards for soil quality, water quality, sediment quality and tissue quality to protect and sustain terrestrial and aquatic ecosystems and their beneficial uses; scientific assessments of toxic substances; national protocols. **Topics:** Environmental effects of toxic substances; National environmental quality guidelines and protocol publications including Canadian Water Quality Guidelines for the protection of raw drinking water quality, recreational water quality, aquatic life, livestock water, and irrigation water; Sediment Quality Guidelines for the protection of aquatic life and wildlife; Tissue Quality Guidelines for the protection of aquatic life and wildlife; and soil quality guidelines for agricultural, residential/parkland, commercial and industrial land uses; guidance for setting site-specific environmental quality objectives; ecological risk assessment guidance. **Program Record Number:** ENV ECS 490

### **Groundwater Assessment and Remediation**

**Description:** Research to assess and to develop techniques to remediate contaminated groundwater resources in Canada; information on the process of contaminant transport and transformation in a variety of groundwater environments; information on new techniques for isolating or remediating existing groundwater contamination; research on the role played by groundwater in regional water budgets and wetlands to support regional activities within Environment Canada such as the Great Lakes 2000 program, the Atlantic Coastal Action Program and the Canadian Environmental Protection Act (CEPA); research in the areas of groundwater/wetlands interactions and the contaminant hydrogeology of fractured media. New research will emphasize remediation of both nonaqueous and aqueous phase contamination in complex groundwater environments and the characterization of groundwater resources in relation to climate change. Emphasis will be placed on the development of user-friendly software packages for hydrogeological applications. **Program Record Number:** ENV ECS 685

### **Hydrological and Ecological Impacts of Atmospheric Change on Aquatic Ecosystems**

**Description:** Research to develop a predictive understanding of how climate change influences the hydrologic and chemical cycles at regional and local scales, and, subsequently, how it affects the structure and function of aquatic ecosystems, particularly in northern environments; and to develop improved indicators, models and integrated assessment techniques for more accurate prediction of climate change impacts on the hydrology and ecology of aquatic ecosystems. **Program Record Number:** ENV ECS 660

### Impact of Increased UV-B Radiation on Aquatic Ecosystems

**Description:** Information to assess and predict the impacts of atmospheric ozone depletion (enhanced ground level ultraviolet radiation fluxes) on aquatic ecosystems; the impacts of UV-B on algal photosynthesis, bacterial growth, dissolved organic matter and forest stream ecosystems. Particular emphasis is directed at wetlands and prairie lakes. Research into UV-B effects on the impact on wetlands; information on the national Atmospheric Change – Ozone Depletion/UV-B initiative; research to determine the relationships among the biogeochemical changes occurring within aquatic ecosystems, particularly wetlands; UV-B-related research with other government and university scientists. Increased focus will be directed towards wetlands, carbon cycle dynamics, and the quantification of direct-dose response of aquatic organisms to manipulated radiation fields.

**Program Record Number:** ENV ECS 665

### Indicators, Monitoring and Assessment

**Description:** Information on environmental indicators and for indicators of sustainable development, on standardizing the indicator data management procedures, and on streamlining and institutionalizing the indicator reporting process; coordinates the Ecological Monitoring and Assessment Network (EMAN) and provides protocols for ecological monitoring; maintains the national ecological framework and promote enhancements and applications; provides and maintains the electronic SOE infobase infrastructure; and provides guidance and expert advice on the SOE content of assessments. **Storage Medium:** Reports, maps, diskettes, electronic data base, Internet. **Program Record Number:** ENV ECS 700

### Lake Assessment and Remediation

**Description:** Research to assess and remediate highly degraded aquatic ecosystems including large lakes, such as the Great Lakes, to smaller water bodies, including riverine lakes and reservoirs, to wetlands. The main focus is on the Areas of Concern (AOCs) in the Great Lakes and the development and implementation of Remedial Action Plans (RAPs) and on the development of Lakewide Management Plans (LAMPs) for the most degraded Great Lakes (Erie and Ontario), under the Great Lakes Action Plan. Research to provide knowledge and advice to the Great Lakes 2000 program on Lakewide Management Plans, and Remedial Action Plans. Increasing effort will be directed to efforts such as the PSL-2 (CEPA) national study on nutrients in the environment. **Program Record Number:** ENV ECS 690

### Land Use Impacts: Forestry, Agriculture, Mining, Energy and Waste Management

**Description:** Research on land-use stressors such as forestry, agriculture, mining, energy development,

waste management and urbanization, addressing the complex interactions between hydrological processes and ecological responses. Information to identify the impacts of such stresses on the health and sustainability of Canada's ecosystems and to foster sustainable development of Canadian resources through development of science-based best practices. The work supports Environment Canada mandates: e.g., the Canadian Environmental Protection Act (CEPA), Priority Substance List (PSL) regulations, and the Biodiversity Convention. **Program Record Number:** ENV ECS 655

### Science Policy

**Description:** Information on Environment Canada's contribution to federal science policy; science policy expertise and support. **Topics:** ADM Committee for the Management of S&T, ADM Committee on Northern S&T, ADM Committee on the Four Natural Resource Departments MOU on S&T for Sustainable Development, and the ADM Steering Committee on the Management of Federal S&T Human Resources. The other chief focus of the Division's work is Environment Canada's S&T Management System, S&T Executive Committee, the S&T Management Committee, and the Deputy Minister's R&D Advisory Board, the Science Forum, the panel on Energy Research and Development. **Program Record Number:** ENV ECS 645

### Sediment Assessment and Remediation

**Description:** Research to assess sediment quality and toxicity, leading to remediation of contaminated sediments. Multidisciplinary studies are carried out on the effects of sediment associated nutrients, organic chemicals and metals in aquatic ecosystems. New techniques are developed and tested to treat in-situ contaminated sediments, involving bench and pilot scale operations. Knowledge generated from the research is used to support programs such as Great Lakes Action Plan, Fraser River Management Plan, CEPA and Environment Canada regional activities. Research relevant to the assessment of contaminated sediment quality and remediation. Development of techniques for safe disposal of metal rich wastes. Studies of mercury methylation under different environmental conditions. Negotiations for full-scale treatment of contaminated sites for oil, PAHs or odour will continue while other treatments, such as metal fixation and sediment stabilization, are being studied. **Program Record Number:** ENV ECS 695

### Sources and Fate of Toxic Substances

**Description:** Research on fundamental mechanisms governing the persistence and fate of toxic chemicals in aquatic environments to assess the hazards posed by toxic chemicals released to the aquatic environment; scientific information to support decision making for the Toxic Substances Management Policy (TSM), the Canadian Environmental Protection Act (CEPA),



the Pest Control Products Act (PCPA), the regional ecosystems programs, and ecosystem indicators; research on the occurrence, pathways and fate of present and future priority toxic substances in aquatic ecosystems; information on biological effects, especially the determination of chronic exposure to toxic chemicals (e.g., genotoxicity, reproductive toxicity, immunotoxicity, neurotoxicity, thyroid toxicity, etc.); priority substance assessment programs; advice to Environment Canada management; methods of destruction of toxic chemicals by physical, chemical, photochemical and biological means. **Program Record Number:** ENV ECS 670

### Technology Development – Wastewater

**Description:** Information on development and demonstration of waste water pollution control technology; technology development assistance programs; technical training; technology transfer; program planning and evaluation. **Topics:** Program planning and evaluation; technology assistance program; waste water technology. **Access:** Files are arranged by company. **Program Record Number:** ENV ECS 265

### Urbanization

**Description:** Information on large-scale aquatic ecosystems impacted by stresses from non-point sources of pollution from agriculture, industry and urban developments; the development of water management plans for large regional ecosystems, such as those studied under the Fraser River Action Plan (FRAP) and the Great Lakes 2000 Plan; research on non-point source contaminant pathways and controls in large ecosystems, sustainable sectors and technology transfer to the Canadian environmental industry. Research. **Topics:** transport of pesticides and nutrients in soil, vegetation and water; fine sediment trapping by vegetated channels and flood plains; flows over porous boundaries; initiation of sediment transport in steep channels; floc and contaminant-binding mechanisms; roles of flocculation mechanisms and biofilms in sediment/contaminant transport; advanced Best Management Practices for controlling stormwater impacts on receiving waters; and development of designer flocs for environmental industry applications. **Program Record Number:** ENV ECS 650

### Water Management Research

**Description:** Information on water resource research, including the study of the impact of pollutants and nutrients on the environment, sediment composition, water quality and quantity modelling, groundwater quality and sub-surface disposal of wastes, pathways, fate and effects of pollutants, dispersion and energy transfer processes in lakes and rivers, urban runoff processes, ice dynamics, hydrological forecasting, groundwater movement, biological and chemical

techniques for water quality analysis, snow and ice hydrology, glacier dynamics, sociological, geographical, legal, institutional and economic aspects of water management. Also included is research management and coordination and research contracts. **Topics:** Groundwater; groundwater quality; ice river breakup; new analytical techniques; improved methodologies for aquatic studies; predictive technique on models for toxic substances; pathways and fate of pollutants; hydraulic variables; droughts; floods; climatic changes; restoration of lakes and polluted waters. **Access:** Files are arranged by subject and location. Most information is readily available. **Storage Medium:** Diskette, CD and electronic spreadsheet file. **Program Record Number:** ENV ECS 205

## Environmental Protection Service

### ♦ Air Pollution Prevention Directorate

#### Acid Rain

**Description:** Implementation of the Canada Wide Acid Rain Strategy for Post-2000; development of federal/provincial agreements to implement the Strategy; and development of and support to international agreements. **Program Record Number:** ENV EPS 235

#### Hazardous Air Pollutants

**Description:** Negotiation of international agreements on persistent organic pollutants and heavy metals, development of federal/provincial/territorial strategies and plans for implementing Canada's commitments under international agreements, reporting on progress in meeting international commitments. **Program Record Number:** ENV EPS 280

#### National Pollutant Release Inventory (NPRI)

**Description:** For 1999, collecting, analyzing and reporting on-site releases, offsite transfers in waste, and off-site transfers for recovery, re-use and recycling, and energy recovery of 245 pollutants from more than 2100 individual facilities on an annual basis; and estimating releases for other sectors such as fuel distribution and mobile sources. **Topics:** National Pollutant Release Inventory Database; National Pollution Release Inventory Summary Report. **Program Record Number:** ENV EPS 565

#### Oil, Gas and Energy

**Description:** Development, promotion and implementation of programs, standards and regulations for the control of releases from the oil, gas and energy sectors and from the use of the products produced by the sectors. Examples of standards of guidelines developed include emission standards for boilers, stationary combustion turbine, storage tanks and gasoline distribution systems. Recent regulations



include regulations on benzene and on sulphur in gasoline. **Program Record Number:** ENV EPS 420

### Stratospheric Ozone

**Description:** Implementation of Canada's commitments under international programs, negotiation of international agreements, and achievement of domestic phase-out targets; EC's contribution to the Montreal Protocol and the Multilateral Fund. **Program Record Number:** ENV EPS 570

### Transportation Systems

**Description:** Dealing with the assessment of the environmental impact of transportation systems in Canada and internationally and developing policies, programs and regulations aimed at mitigating the impact. Working with other government departments, vehicle and fuels industries, provincial and municipal governments and the environmental community. Addressing a broad array of issues such as tougher vehicle emissions standards, alternative fuels, inspection and maintenance programs, urban transit and public education. **Program Record Number:** ENV EPS 510

### Urban Smog

**Description:** Development and implementation of action plans and negotiation of federal/provincial and international agreements; completion of the 1990 Phase 1 NOx/VOC Management Plan and implementation of Phase 2 Federal Smog Plan initiatives; emission guidelines, and fuel standards related to creation of smog precursors. Publication of the Government of Canada's Interim Plan 2001 on Particulate Matter and Ozone Implementation of the Canada-Wide Standards for PM and Ground-Level Ozone. **Program Record Number:** ENV EPS 260

## ◆ Environmental Technology Advancement Directorate

### Building Technologies and Environmental Systems

**Description:** All activities which contribute directly to the daily operation, recapitalization or modernization of service owned special purpose facilities. **Program Record Number:** ENV EPS 630

### Environmental Monitoring

**Description:** All activities which support the quantification and geographical location of releases of pollutants into all media in the environment including programs such as the National Air Pollution Surveillance (NAPS) Network, Greenhouse Gases from Municipal Landfills, Light and Heavy Duty Engine Emission Testing, and Construction Equipment Retrofit and Emissions Testing. **Program Record Number:** ENV EPS 525

### Environmental Research, Technology and Support

**Description:** All activities which support the development of methods, regulations, guidelines and standards to measure, prevent, control and manage toxics in air, water and soil including stationary and mobile source emissions, contaminated sites, oil and chemical spills, hazardous wastes, and wastewater. **Program Record Number:** ENV EPS 620

### Environmental Science and Technology Centres of Expertise

**Description:** All activities at the Environmental Technology Centre and Wastewater Technology Centre which support the service and department in specialized technical and research and development such as technologies for the measurement of air pollutants in ambient air and from mobile and stationary sources; the analysis of organic and inorganic components in diverse sample matrices; the assessment, management and remediation of leaking hazardous waste and other contaminated sites; the prevention and response to pollution emergencies such as oil and chemical spills; and the assessment, evaluation and optimization of wastewater treatment plants. **Program Record Number:** ENV EPS 625

### Program on Energy Research and Development

**Description:** Research activities: efficient energy use, in the areas of combustion efficiency, heat management and cross-sectoral energy efficiency technologies applicable to a broad range of industries, processes and energy sources; energy and climate change: understanding the role of greenhouse gases (GHG) in climate change, especially CO<sub>2</sub> in the sea, air and biota in, and surrounding, Canada; and, technologies for GHG capture and disposal; hydrocarbons and the environment: research addresses remediation and prevention technologies in atmospheric, marine and terrestrial environments; sustainable/renewable energy sources including bioenergy, small and large hydro, solar energy, wind and hydrogen from renewable resources; and sustainable transportation, including reducing energy demand, improving efficiency, and preparing for long-term sustainable transportation through advanced power systems and an eventual hydrogen-electricity energy economy. **Program Record Number:** ENV EPS 635

### Technology Transfer and Capacity Building

**Description:** All activities which support the transfer of technology and build of capacity in the community, government and industry domestically and globally including programs such as Good Laboratory Practices, Multilateral Fund of the Montreal Protocol, Green Corps, Environmental Technology Verification, Climate Change Technology, Environmental Technology Trade Missions, Memoranda of Understanding on Environmental Cooperation, International Environmental Youth Corps,

Technology Partnerships Canada, Environmental Technology Loan Program, Consultant Trust Fund for the Global Environmental Facility, and Publications.

**Program Record Number:** ENV EPS 615

## ◆ National Programs Directorate

### Emergencies Operations

**Description:** Operate a 24 hour, 7 day a week national environmental emergencies hotline for Environment Canada. Coordinate the provision of support and technical advice on the environmental aspects of emergencies. Provide statistical information on spills obtained from historical spill report data. **Program**

**Record Number:** ENV EPS 590

### Emergencies Preparedness

**Description:** Activities such as inter-agency arrangements and contingency plans which contribute directly to increasing the capacity of responders and advisors to prepare for and mitigate the effects of environmental emergencies. **Program Record**

**Number:** ENV EPS 595

### Emergencies Prevention

**Description:** Activities to prevent and reduce the frequency, severity and consequences of sudden or unplanned releases of hazardous substances (risk management). These activities are generic and not associated with a specific incident. **Program Record**

**Number:** ENV EPS 285

### Environmental Assessment

**Description:** Development of policy and legally sound guidance; provision of expert advice to other government departments, clients and partners; verification and reporting on EC's compliance with CEAA; and implementation of EC's CEAA responsibilities and Cabinet Directive on policies and programs. **Topics:** Information on provisions of legislation, policies, procedures and methodologies pertaining to EC's Environmental Assessment Program. Information on compliance with the 1990 (Revised 1999) Federal Cabinet Directive on Environmental Assessment of Policies and Programs. Topics include: Environmental Assessment studies of major development projects in Canada; regulations; guidelines; electronic data inventory; policies; links to international conventions. Also, Environment Assessment Infobase (EA Info); National Environmental Assessments System (NEAS); EC Referral Tracking System (RTS). **Program Record**

**Number:** ENV EPS 600

### EP Enforcement (Regulatory Guidelines)

**Description:** Activities which contribute directly to the enforcement of environmental protection and wildlife legislation, including the development of enforcement policy guidelines and protocols, training programs and

information management systems, as well as their implementation. **Topics:** Information on enforcement of departmental legislation and regulations, CEPA, pollution prevention provisions of the Fisheries Act, Migratory Birds Convention Act, 1994; Canada Wildlife Act, Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act; the National Environmental Management Information System and Intelligence System (NEMISIS); Successful Historical Prosecutions since 1988; On-going Prosecutions; Compliance and Enforcement Report, National Inspection Plan and Compliance Promotion Plan.

**Program Record Number:** ENV EPS 110

## ◆ Strategic Priorities Directorate

### CEPA Review Office

**Description:** Supporting the Canadian Environmental Protection Act review conducted by the Parliamentary Standing Committee on Environment and Sustainable Development Program. **Program Record Number:**

ENV EPS 555

## ◆ Toxics Pollution Prevention Directorate

### Hazardous Wastes

**Description:** Transboundary issues (Basel, OECD Council Acts, Can/US Bilateral Agreement); Environmentally Sound Management and liability regimes; hazardous waste computerized tracking system; hazardous waste imports and exports permitting; development and implementation of regulations (e.g. hazardous waste and PCB). **Topics:** Canadian Notice and Manifest Tracking System (CNMTS). **Program Record Number:** ENV EPS 230

### Land Based Sources of Pollution

**Description:** Implementation of international marine obligations and commitments; participation in coastal zone management; pollution prevention activities related to: sewage, POPs, radionuclides, heavy metals, oil, nutrients, contaminated sediments, litter, habitat destruction under the National Program of Action for Protection of the Marine Environment from Land-Based Activities. **Program Record Number:** ENV EPS 250

### New Substances Notification, Assessment and Control

**Description:** Administering the New Substances Notification Regulations, processes, and data systems; providing advice to industry; in conjunction with Health Canada, determining whether new chemical, polymer or biotechnology substances may pose a risk to the environment, or to human health; controlling substances where there is a suspicion of toxicity; harmonizing programs, assessment procedures and approaches to control other countries. **Program Record Number:** ENV EPS 300



## Non-Hazardous Waste Management

**Description:** Development of policies and programs relating to product policy; life-cycle management; extended producer responsibility; and waste treatment/disposal. **Program Record Number:** ENV EPS 610

## Ocean Disposal

**Description:** Development of policies, guidelines and protocols; support of international commitments under the London Convention 72 and 1996 Protocol; review and issuing of ocean disposal permits under CEPA; and disposal of dredge spoils. **Topics:** National Ocean Disposal Database Network (NODNET). **Program Record Number:** ENV EPS 215

## Pollution Prevention

**Description:** Pollution prevention planning under CEPA; Canadian Pollution Prevention Information Clearinghouse; participation in international fora (OECD/UNEP); and the development of training materials on pollution prevention. **Program Record Number:** ENV EPS 605

## Risk Management

**Description:** Development of control options; and development of guidelines/codes of practice/standards/economic instruments/regulations to prevent releases into the environment. **Program Record Number:** ENV EPS 245

## Scientific Assessment of Substances

**Description:** Priority Substances Assessments; categorization of the Domestic Substances List; screening level and other assessments; high production chemical assessments; Toxic Substances Management Policy; national and international harmonization of assessments. **Program Record Number:** ENV EPS 290

## Water Quality Protection (Shellfish)

**Description:** Monitoring shellfish growing waters for bacterial contamination and classification of areas based on water quality survey and pollution source identification. **Program Record Number:** ENV EPS 255

## Meteorological Service of Canada

### MSC HQ – Projects

**Description:** Information on satellite activity reports; data collection platforms; SDL Staffing; SDL GOES; Meso-met Network; Wind Energy Field Studies investigations. **Program Record Number:** ENV MSC 370

## Communications – Computing Services

**Description:** Information on communications and communications-programming. **Program Record Number:** ENV MSC 470

## Marine Meteorology

**Description:** Information on TOVS. **Program Record Number:** ENV MSC 355

## Meso-Meteorology

**Description:** Information on the Meso-met Network. **Topics:** Operation; data. **Program Record Number:** ENV MSC 360

## Oil and Gas Exploration and Development

**Description:** Information on oil spill trajectories, freezing spray, ice and sea state models. **Program Record Number:** ENV MSC 415

## ◆ Atmospheric and Climate Science

### MSC Headquarters – Projects Research

**Description:** Information on computerized and man-machine mix system; module component development and design; research data set development; also implementation and joint projects with forecast operations. **Topics:** Systems design for automated weather forecasting procedures; creation of research data sets for weather forecasting research. **Program Record Number:** ENV MSC 400

### Meteorological Research

**Description:** Major areas of activity include numerical modelling of the atmosphere for the purpose of developing new weather forecast techniques and improving existing ones (from short to extended range); data assimilation and satellite meteorology with a focus on the development of techniques for both quantitative application of operational satellite data to weather forecasting and making use of new satellite data; and atmospheric processes research studies of the interactions of airborne pollutants with clouds and precipitation, and the utilization of Doppler radar to recognize severe weather and its precursors. **Program Record Number:** ENV MSC 460

### Research – Air Quality

**Description:** Information on air quality, pollutant transport, dispersion, chemical transformations, and deposition, monitoring and the development of measurement techniques, modelling, and field and laboratory experimental studies. **Topics:** Acid rain, toxic chemicals, photochemical smog, stratospheric ozone, and greenhouse gases. **Program Record Number:** ENV MSC 315



## Research – Climate

**Description:** Information on climate, circulation modelling (numerical modelling of the general circulation of the atmosphere, ocean, land surface, and cryosphere) with special interest on modelling ocean circulation, the middle atmosphere, and regional-scale systems; climate processes research conducted into the study of the energy and water cycle, surface processes, precipitation-runoff relationships, and climate-cryosphere interactions; and climate variability and change, and extreme and anomalous events.

**Program Record Number:** ENV MSC 455

## Research – Environmental Adaptation

**Description:** Information on research to improve understanding of socio-economic and ecosystem impacts of atmospheric change and to generate knowledge that will help to improve decision-making and facilitate adaptive response; integrated climate impact assessment at regional (Mackenzie Basin, Great Lakes) and national (Canada Country Study) scales is an important focus.

**Program Record Number:** ENV MSC 325

## Research Management and Policy

**Description:** Information on meteorological, environmental adaptation and other related environmental and technological research and development; research and related support activities of a general management nature – decisions and large-scale agreements; special problems of the Arctic; training for research and grants for research outside the federal government which support the objectives and policies for climate and atmospheric research in Canada; mechanisms for better transfer of technology to and from government research laboratories; contracting-out of federal research and development; relationship with the Canadian Space Program. **Topics:** Agreements; treaties; studies; committees; plans and programs; fellowships; training and development; grants; unsolicited proposals; contracting; technology transfer.

**Program Record Number:** ENV MSC 310

## ♦ Atmospheric Environment Prediction Directorate

### Communications – Facsimile

**Description:** Information on Satellite Data Laboratory Operations. **Program Record Number:** ENV MSC 330

### Data Acquisition

**Description:** Information on land surface networks; upper air and aerological networks; Voluntary Observing Ship Program; remote sensing; environmental network. **Topics:** Station classification; site information; meteorological and aerological instruments; codes;

data standards; data reduction; quality assurance; equipment supply; development and testing; lists of ships participating; satellite ground stations; APT, weather radar; signal processing; data transmissions; maintenance; plans and policies. **Program Record**

**Number:** ENV MSC 440

### Data Acquisition Networks

**Description:** Information on atmospheric environment operations, overall policy, operational performance, procedures and standards. **Program Record Number:** ENV MSC 480

### Forecast Procedures

**Description:** Information on meteorological models, procedures and techniques in support of forecast production. **Topics:** Maps, charts and forms; satellite operations; plans and programs. **Program Record Number:** ENV MSC 430

### Hemispheric Observations

**Description:** Observed data, hemispheric surface synoptic reports. **Storage Medium:** Coded forms. **Program Record Number:** ENV MSC 450

### Meteorology Aviation

**Description:** Information on the Rockcliffe STOL Project. **Program Record Number:** ENV MSC 350

### Telecommunications

**Description:** Operational, alpha-numeric and facsimile information distributed by dedicated or dial-up communication lines. **Topics:** Facsimile contracts; installations; procedures; traffic; teletype contracts – installations, procedures, traffic; computer aspects. **Program Record Number:** ENV MSC 425

### Weather Forecast

**Description:** Digital information about global observational data sets (1992-present), digital gridpoint information about global analyses (1983-present) and forecasts (selected fields for last 5 years), and about regional analyses and forecasts (selected fields for last 5 years), of heights, temperature and moisture on mandatory pressure levels (currently 16 levels from 1000-10 hPa) as well as several surface based fields. The information is kept online in real time and then a subset is stored on digital tape. There are digital archives of weather maps and bulletins issued as well as historical records of verification statistics. There are microfilms of weather maps (1957-March, 1994) of hemispheric analyses of the surface, 850, 700, and 500 hPa levels. **Storage Medium:** Microfilm, digital tapes. **Program Record Number:** ENV MSC 445

## ♦ Atmospheric Monitoring and Water Survey

### Canadian National Climate Archive

**Description:** The National Climatological Archive (NCA) contains data sufficient to define the general climate of Canada. Data are retained in three forms – paper, microform and digital. This archive contains the majority of the long-term atmospheric data collected in Canada. The Digital portion of the archive contains data from about 6000 stations from all provinces and territories of Canada. About half are currently active stations. Data covers the period from 1840 to present.

**Topics:** Climatological data; data elements include temperature and precipitation, plus a number of other meteorological parameters such as winds, humidity, solar radiation, snow depth and soil temperature. Elements include monthly means daily climate parameters, and hourly elements. The archive also contains upper air information, ozone measurements, and air quality data. **Access:** On-line interactive access to National Climate database; also computer print-outs, copies of original paper documents, microfiche, digital diskette and CD-ROM through DOE regional climate services offices and DOE MSC Headquarters – Climate Information Branch. **Storage Medium:** Computer database, microfiche, paper documents. **Program Record Number:** ENV MSC 550

### Instruments

**Description:** Information on Aeromet Facility Instrumentation. **Program Record Number:** ENV MSC 345

### Instruments and Instrument Systems

**Description:** Information on instruments; general, humidity, evaporation, precipitation, marine, physical phenomena, pressure, radiation, atmospheric sounding wind. **Program Record Number:** ENV MSC 485

### Radar

**Description:** Information on the MOT Radar and Satellite System. **Program Record Number:** ENV MSC 375

### Satellites

**Description:** Information on satellite programs. **Topics:** Cost recovery; staffing the SKL; ICS Submission; MSC Satellite Programs; SDL Operations; NOSS; SURSAT. **Program Record Number:** ENV MSC 380

### Water Quality Management Data

**Description:** Information and interpretive reports on the quality of surface and ground waters based on analysis of samples; information on field surveys and analytical methods, and on quality control; water quality guidelines for protection of uses, and water quality objectives for specific surface waters. It does not

include water quality objective work done under specific international or federal-provincial basin studies, nor research related to water quality management.

**Topics:** Water pollution, water quality surveys, analytical methods, quality of surface waters, rain water and snow water quality, water quality guidelines, water quality monitoring programs. **Access:** Files are arranged by subject, geographic location and title in the national and regional ENVIRODAT databases.

**Storage Medium:** On-line in the national and regional ENVIRODAT database. **Program Record Number:** ENV MSC 185

### Water Quantity Management Data

**Description:** Information on data collection, hydrometric and water levels, and sediment, as well as the management and operation of data systems and interpretive reports. These data include data collection under specific international or federal-provincial water management or planning studies and data collection carried out as an integral part of other studies. **Topics:** Gauging stations, international gauging stations, gauging stations inventory, hydrometric investigations, hydrologic interpretive and analytical reports, sediment links to water quality, sediment surveys, remote sensing, watershed research, tidal gauge records, tidal surveys. **Access:** Files are arranged by subject, geographic location, river and site location with interactive online access to the national databases HYDAT AND HYDEX. **Storage Medium:** Computer print-outs, microfiche, CD-ROM, online database. **Program Record Number:** ENV MSC 200

## ♦ Services, Clients and Partners

### Contracts – Satellites

**Description:** Information on contracts for satellite systems; also contracts for satellite research and development – TOVS, RAINSAT, ICE STATUS.

**Access:** Files are arranged by subject and company. **Program Record Number:** ENV MSC 335

### Ice

**Description:** Information on regional ice models. **Program Record Number:** ENV MSC 410

### Ice Information, Consultation and Advice

**Description:** Information on ice forecasting and services, ice research, climatology and Observing Program (reconnaissance). **Program Record Number:** ENV MSC 465

### Ice Observing Programs – Reconnaissance

**Description:** Information on verification of satellite data. **Program Record Number:** ENV MSC 340



### Meteorology Training

**Description:** Information on professional training, development, technical training in meteorology.

**Program Record Number:** ENV MSC 475

### Weather Service

**Description:** Information on RAINSAT. **Program**

**Record Number:** ENV MSC 385

### Weather Service – Air Transportation

**Description:** Information on MOT Radar and Satellite System. **Program Record Number:** ENV MSC 390

### Weather Services

**Description:** Information on policies, standards, procedures and guidance concerning the provision of weather services. **Topics:** General weather services; public weather services; air, marine and road transportation; agriculture; forestry; climatology; preflight weather information service; radio and television broadcasting; scientific support units; weather service outlets. **Program Record Number:** ENV MSC 435

## Ontario Region

### National Nuclear Program

**Description:** Ensuring a comprehensive national nuclear approach; directing the examination of environmental impacts of specific nuclear activities, policies and technologies; and reviewing plans, proposals, applications and reports on nuclear industry to ensure consistency with policies of EC. This particular program is run from the Ontario Region as part of their work on environmental contaminants and sediments. **Program Record Number:** ENV ONT 295

## Policy & Communications

### Communications

**Description:** Information on communications in general and on communications programs. **Program Record Number:** ENV PAC 530

### Consultations

**Description:** Information on the public consultation policies, practices and activities of the department.

**Access:** Environmental Consultations Calendar and other reports. **Program Record Number:** ENV PAC 545

### Program Evaluation

**Description:** Evaluation frameworks, assessments and studies of departmental components, and related data.

**Topics:** Departmental components that have been subject to one or more of these evaluation activities.

**Access:** Reports are classified by evaluation component. **Storage Medium:** Hardcopy. (In many cases, only single copies exist.) **Program Record Number:** ENV PAC 520

## ♦ Economic and Regulatory Affairs Directorate (ERA)

### Economic Issues Branch (EIB)

**Description:** Information on economic aspects of departmental policies and programs as well as on integration of environmental considerations into economic decision-making (e.g. making trade and environment policies mutually compatible); associated information on reports, events, announcements; and related information on expert groups within organizations such as the Organization for Economic Co-operation and Development (OECD). **Topics:** Sustainable development; economic instruments; trade and environment; environment and competitiveness; economics of climate change; OECD reports available for public distribution. **Program Record Number:** ENV PAC 190

### Environmental Economics Branch (EEB)

**Description:** Conducts environmental economic research, and policy analysis to support Canadian government policy. This branch has developed expertise and has documentation in the area of economic instruments for environmental policy. EEB has reports and data on the 1981, 1987 and 1991 surveys on the importance of wildlife to Canadians and on the 1996 survey on the importance of nature to Canadians. The branch has reports and data on municipal and industrial water demand surveys for 1999 and previous surveys conducted every two to three years since 1983. EEB has empirical information and documents related to the economic value and green national accounting of water as natural capital. Documentation and data is available for the Environmental Valuation Reference Inventory (EVEI) which is a storehouse of valuation studies, and the Air Quality Valuation Model (AQVM), which estimates benefits of air pollution policies. **Topics:** Economic instruments, natural capital, socio-economic indicators of sustainability, Environmental Valuation Reference Inventory, importance of wildlife to Canadians, importance of nature to Canadians, water uses and pricing, benefits transfer. **Program Record Number:** ENV PAC 585

### Regulatory and Economic Analysis Branch (REAB)

**Description:** Provides strategic economic analysis, advice and support for various environmental issues, including policy development, the implementation and promotion of environment-economy integration, implementation of the environmental management tool box (e.g., economic instruments), development of modelling tools (e.g., AERCo\$t), and the use of cost and benefit valuation. REAB has developed expertise in the areas of cost-benefit analysis, competitiveness analysis, risk management strategies, Regulatory Impact Analysis Statements (RIAS), and impact assessments. REAB also has the responsibility of providing advice on regulatory policy and process issues. The major focus of the work



performed by the Branch is in support of the toxic substances and air issues programs led by the Environmental Protection Service (EPS). **Program Record Number:** ENV PAC 195

## ◆ International Relations Directorate

### International Affairs Branch

**Description:** Information on broad policies and strategies relating to DOE's international relations, key international organizations, meetings and agreements dealing with the environment. **Topics:** International and Bilateral Agreements, and International Multilateral Institutions. **Access:** Files arranged by subject.

**Program Record Number:** ENV PAC 540

## ◆ Strategic Directions and Policy Coordination Directorate

### Aboriginal Affairs Branch

**Description:** Information on relationships between Environment Canada and Aboriginal people in the delivery of our legislation, policies and programs; and environmental management aspects of government-wide Aboriginal policies. **Topics:** Canada's Aboriginal Action Plan-Gathering Strength, comprehensive land claims and self-government agreements, political accords with national Aboriginal organizations (e.g. Assembly of First Nations, Congress of Aboriginal Peoples). **Program Record Number:** ENV PAC 140

### Federal-Provincial Relations Branch

**Description:** Information on the broad policy aspects of the relationship between the federal and provincial/territorial governments on environmental issues. **Topics:** Harmonization; the Canadian Council of Ministers of the Environment; Canada-Wide Standards; Wildlife Ministers Council of Canada. **Access:** Files arranged by subject. **Program Record Number:** ENV PAC 505

### Strategic Policy/Sustainable Development Branches

**Description:** Information on departmental directions and policies. **Topics:** Sustainable development; strategic directions, action plans and activities carried out by the department; amendments to the Auditor General Act creating a Commissioner of the Environment and Sustainable Development and requiring departmental sustainable development strategies; relations with clients and stakeholders.

**Access:** Files are arranged by subject. **Program Record Number:** ENV PAC 515

## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

## Accounts and Accounting

### Acts and Legislation

### Administration

### Administration and Management Services

### Audits

### Budgets

### Buildings

### Buildings and Properties

### Classification of Positions

### Co-operation and Liaison

### Employment and Staffing

### Equipment and Supplies

### Finance

### Furniture and Furnishings

### Human Resources

### Lands

### Occupational Health, Safety and Welfare

### Office Appliances

### Official Languages

### Pensions and Insurance

### Personnel

### Procurement

### Salaries and Wages

### Staff Relations

### Training and Development

### Utilities

### Vehicles

## Personal Information Banks

### Access Request Data Bank

**Description:** Contains the access request forms sent by persons requesting access to their files, the replies to such requests, and information relating to their processing. **Class of Individuals:** Individuals making Access to Information Act and Privacy Act requests.

**Purpose:** To process access requests only, and to determine the number of access requests received annually. **Retention and Disposal Standards:** Two years. **PAC Number:** 78-001 **TBS Registration:** 001401 **Bank Number:** ENV PPU 075

### Applications for Research Grants

### Science Subventions

**Description:** Each entry in the bank contains information of the following type: educational, financial support for research, new scientific concepts, personal statement of productivity, third party evaluation of the entry. All assessments and grants are processed at Atmospheric Environment Service headquarters from Canadian university faculty members. **Class of Individuals:** Faculty members of Canadian universities

in the environmental sciences or faculties related thereto. **Purpose:** To provide information used in the annual selection of research proposals to be funded by this institute. **Consistent Uses:** To assess research proposals in order to award research funds. **Retention and Disposal Standards:** Records kept less than five years, usually two years. **PAC Number:** 78-001 **Related to PR#:** ENV MSC 310 **TBS Registration:** 001394 **Bank Number:** ENV PPU 010

#### Applications for Studentship in Meteorology or Atmospheric Science

**Description:** To provide personal and academic information used in the annual selection for the provision of studentships at Canadian universities. **Class of Individuals:** Canadian citizens and permanent residents who have graduated with 3.5 courses in physics and 4.5 courses in mathematics with a 66% average. **Purpose:** To assess potential recipients of studentships. **Consistent Uses:** To assess applications for MSC Studentships. **Retention and Disposal Standards:** Two years. If the applicant becomes an employee, the application is placed on his/her personnel file. **PAC Number:** 78-001 **Related to PR#:** ENV MSC 310 **TBS Registration:** 001397 **Bank Number:** ENV PPU 025

#### Applications for Visiting Fellowship Awards

**Description:** Contains information of the following types: demographics, employment, educational, personal references, third party evaluations. All assessments are processed at Atmospheric Environment Service headquarters. Awards are granted to visiting fellows for their work at headquarters. **Class of Individuals:** Generally restricted to environmental scientists who have recently completed their doctoral degrees. **Purpose:** To provide personal and academic information used in the annual selection of visiting fellows to this institute. **Consistent Uses:** To assess potential candidates for visiting fellowship awards. The file is shared with NSERC. **Retention and Disposal Standards:** Records are kept for less than five years, usually for three years. **PAC Number:** 78-001 **Related to PR#:** ENV MSC 310 **TBS Registration:** 001395 **Bank Number:** ENV PPU 015

#### Employment Applications

**Description:** This bank can contain employment applications, personal information and curricula vitae from people wishing to work for the Department. All the applicants are registered in the bank. It is established on a regional basis, by service. The bank is used to hold information sent by the candidates. **Class of Individuals:** Anyone applying for employment with the Department. **Purpose:** The information contained in this bank is used for staffing purposes. **Consistent Uses:** Limited to present and future staffing purposes. **Retention and Disposal Standards:** Maximum five

years, normally destroyed after two years. **PAC Number:** 78-001 **TBS Registration:** 001402 **Bank Number:** ENV PPU 080

#### Information Disclosures to Investigative Bodies

**Description:** This bank contains copies of privacy requests and replies as well as requests for disclosure to federal investigative bodies, forwarded by investigative bodies as listed in Schedule II of the Privacy Act under paragraph 8(2)(e) of the same Act. This bank also contains the replies to such requests and gives information related to their processing. It is used to verify the conditions of disclosure to federal law enforcement bodies which are stated in paragraph 8(2)(e) of the Privacy Act, and to report to the Privacy Commissioner on the number of access requests received annually. This bank is comprised solely of requests concerning persons for the purpose of law enforcement, and the replies to such requests. **Class of Individuals:** Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act from federal investigative bodies for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation. **Purpose:** The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province or for carrying out a lawful investigation. **Retention and Disposal Standards:** Records are retained for five years and are then destroyed. **TBS Registration:** 002326 **Bank Number:** ENV PPU 072

#### Post-graduate Fellowships

**Description:** Post-graduate fellowships are intended to provide financial assistance to Canadian citizens and permanent residents who are enrolled in an MSc or PhD program in Meteorology and Atmospheric Services. **Class of Individuals:** Canadian citizens and permanent residents who have completed undergraduate degrees. **Purpose:** To provide information in the annual selection of candidates for post-graduate fellowship awards. **Consistent Uses:** Primary use is to assess fellowship applications. **Retention and Disposal Standards:** Records kept less than five years, usually two years. **PAC Number:** 78-001 **Related to PR#:** ENV MSC 310 **TBS Registration:** 001396 **Bank Number:** ENV PPU 020

#### University Research Support Fund

**Description:** Contains evaluations of proposals submitted by researchers at Canadian universities for funding consideration through the Canadian Wildlife Service. This bank contains an outline of projects, names of professors and personal data. **Class of Individuals:** Researchers at Canadian universities. **Purpose:** To evaluate and select proposals submitted by Canadian university researchers. **Retention and**



**Disposal Standards:** The unfunded project files are kept for two years. Approved project files are retained for six years after completion of project. **PAC Number:** 78-001 **TBS Registration:** 001399 **Bank Number:** ENV PPU 035

#### Water Resources Research Support Program (WRRSP)

**Description:** Contains project details including research plan, state-of-the-art reviews, budgetary requirements, progress reports, project reviews and assessments as well as personal data such as name and curriculum vitae. All files relate to scientists at Canadian universities. This bank is established and maintained at headquarters and is restricted to management personnel and research scientists within the directorate, but is occasionally extended to the service level, other services of the Department and to other departments. **Class of Individuals:** Scientists at Canadian universities. **Purpose:** To evaluate proposals submitted by researchers at Canadian universities for funding consideration. **Retention and Disposal Standards:** Unfunded project files are retained for two years, then discarded; funded project files are retained for six years after completion of project. The program was discontinued in 1986. Bibliographic data on funded reports are stored in Environment Canada's WATDOC. **PAC Number:** 78-001 **Related to PR#:** ENV ECS 205 **TBS Registration:** 001398 **Bank Number:** ENV PPU 030

#### Wildlife Permit Information

**Description:** This bank contains information gathered from permits required by Act of Convention for the purposes of protecting, managing, and regulating the use of certain species of birds or animals and their habitat. Specific information includes the Migratory Birds Permit information, which is gathered under the legal requirements of the Migratory Birds Convention Act such as avicultural permits, taxidermists permits, scientific permits, migratory bird damage permits, airport permits, eiderdown permits, Cap Tourmente hunting permits, Migratory Birds Convention Act permits; banding and collecting permits, migratory game birds hunting permits and special permits. Information gathered by permits for the import, export or transit of endangered species is also contained in this database. **Class of Individuals:** Information such as names, addresses, telephone numbers, occupations, and type of permit requested are kept on individuals applying for Migratory Birds Permits in the five Canadian regions (Pacific and Yukon, Western and Northern Ontario, Quebec, and Atlantic Regions); information on banding permits and Migratory Game Bird Hunting Permits is kept at Headquarters. **Purpose:** To compile information under the Migratory Birds Convention Act if any enquiries are made for legal or other purposes. **Retention and Disposal Standards:** Retention of 15 years; active for five years and dormant for ten years, then transferred to the National Archives

of Canada for selective retention. **PAC Number:** 84-024 **Related to PR#:** ENV EPS 110 **TBS Registration:** 001393 **Bank Number:** ENV PPU 005

## Classes of Personal Information

### General Correspondence and Enquiries

Personal information is also stored within subject files where records are not normally retrieved by the name of the individual or other personal identifier. This form of personal information consists of requests for publications, reports etc. and enquiries for information of a general nature. It is normally retrievable only if specifics are provided concerning the subject matter. Retention of this form of personal information is controlled by the records schedules of the subject files in which the information is stored.

### Ministerial Correspondence

This class of information contains correspondence addressed to the Minister and/or the Deputy Minister and received by the Departmental Correspondence Unit from external organizations and individuals in the form of requests for information, complaints, opinions and other submissions related to a broad range of policy issues pertaining to Environment Canada's activities, wherein some unsolicited personal information has been provided by the correspondent. This form of information would be retrievable only if specifics of name, date of communication and subject were provided; it is not arranged or retrievable by personal identifiers. The retention period of these classes of personal information are controlled by the records schedules of the subject files in which the information is stored.

## Manuals

- Abstracting Recorded Precipitation – AE209
- Analytical Methods Manual (for water quality)
- Canadian Wildlife Service Sign Manual
- CITES Identification Guide – Birds
- CITES Identification Guide – Crocodilian
- CITES Reports
- Climatological Studies – AE222
- Conversion Tables
- Evaporation – AE016
- Federal Guidelines for the National Flood Damage Reduction Program
- Guide for Reporting to the National Pollutant Release Inventory
- Guidelines for Joint Federal-Provincial River Basin Planning Projects
- Guidelines for Wildlife Policy in Canada
- Hydrodynamic Model Documentation Manual



- Hydrologic Design Methodologies for Small Scale Hydro at Ungauged Sites
- Hydrometric Surveys – Field and Office Manual (approximately 45, including manuals on HYDAT – a database for stream flow and water level data)
- Manual of Climatological Observations
- Manual of Marine Weather Observing (MANMAR) – AE003
- Manual of Standard Procedures for Issuing Aviation Forecast Bulletins, Advisories and Messages (MANAIR) – AE005
- Manual of Surface Weather Observations (MANOBS) – AE001
- Manual of Upper Air Observations (MANUPP) – AE002
- Manual of Word Abbreviations (MANAB) – AE205
- Migratory Birds – Bird Banding Manual
- Monograph Series
- NAQUADAT – Guide to Interactive Retrieval (for water quality data)
- National Environmental Indicator Series
- National Reports on Climate Change
- Phase 2 Federal Smog Plan
- Progress Notes Series
- Reference Guide to Automatic Weather Observing System Reports – AE017
- Sampling for Water Quality
- Scientific and Technical Publications Report Series
- Small-Hydropower Handbook for British Columbia
- Snow Surveying – AE208
- Soil Temperature – AE015
- Solar Radiations
- Storm Rainfall in Canada – AE230
- Sunshine – AE012
- Transactions of Federal-Provincial Wildlife Conferences
- Trends in Canada's Greenhouse Gas Emissions
- Water Management Model Manual
- Water Use Analysis Model Manuals
- Wind – AE207

## Additional Information

Requests for further information about the Department's programs and functions may also be directed to the following addresses:

### Atlantic Region

Environment Canada  
Queen's Square, 15<sup>th</sup> Floor  
45 Alderney Drive  
Dartmouth, Nova Scotia  
B2Y 2N6  
Tel.: (902) 426-7231

### Atmospheric Environment Service

Environment Canada  
4905 Dufferin Street  
Downsview, Ontario  
M3H 5T4  
Tel.: (416) 739-4826

### Canadian Meteorological Centre

Environment Canada  
Suite 300  
2121 Trans Canada Highway  
North Service Road  
Dorval, Quebec  
H9P 1J3  
Tel.: (514) 421-4601

### Electronic Communications

Access to Environment Canada's Green Lane  
on the Information Highway  
(Web Site: [www.ec.gc.ca](http://www.ec.gc.ca))

### Environmental Conservation Service

Communications  
Place Vincent Massey, 9<sup>th</sup> floor  
351 St. Joseph Boulevard  
Hull, Quebec  
(Mail: Ottawa, Ontario K1A 0H3)  
Tel.: (819) 994-0011

**Environmental Protection Service**

Communications  
Place Vincent Massey, 12<sup>th</sup> floor  
351 St. Joseph Boulevard  
Hull, Quebec  
(Mail: Ottawa, Ontario K1A 0H3)  
Tel.: (819) 997-6555

**General Enquiries**

Inquiry Centre  
Place Vincent Massey, 1<sup>st</sup> floor  
351 St. Joseph Boulevard  
Hull, Quebec  
(Mail: Ottawa, Ontario K1A 0H3)  
Tel.: (819) 997-2800  
Toll-Free: 1-800-668-6767  
Fax: (819) 953-2225  
Web Site: [www.ec.gc.ca](http://www.ec.gc.ca)

**Ontario Region**

Environment Canada  
4905 Dufferin Street  
Downsview, Ontario  
M3H 5T4  
Tel.: (416) 739-4994

**Pacific and Yukon Region**

Environment Canada  
224 West Esplanade  
North Vancouver, British Columbia  
V7M 3H7  
Tel.: (604) 666-2737  
(604) 666-5900

**Prairie and Northern Region**

Environment Canada  
4999 – 98<sup>th</sup> Avenue  
Edmonton, Alberta  
T6B 2X3  
Tel.: (780) 951-8600

**Quebec Region**

Environment Canada  
1141 Route de l'Église, 7<sup>th</sup> floor  
P.O. Box 10100  
Ste-Foy, Quebec  
G1V 4H5  
Tel.: (418) 648-7204

**Reading Room****National Capital Region**

Departmental Library  
Place Vincent Massey, 2<sup>nd</sup> Floor  
351 St. Joseph Boulevard  
Hull, Quebec  
K1A 0H3  
Tel.: (819) 997-1767

# Export Development Corporation

## Chapter 56

Note: This institution is not subject to the Access to Information Act.

### General Information

#### Background

The Export Development Corporation (EDC) was established on October 1, 1969, by the Export Development Act. The Export Development Corporation is an agent of Her Majesty in right of Canada and is a Crown corporation whose shares may be owned only by Canada. It is accountable for its affairs to Parliament through the Minister for International Trade. Both the Export Development Corporation and its predecessor, the Export Credits Insurance Corporation which commenced operations in 1944, were created to facilitate and develop trade between Canada and other countries.

The Corporation achieves this through a wide range of insurance, guarantee and financing services not normally provided by the public sector.

The Export Development Corporation's services are provided to help Canadian exporters who offer products competitive in price, quality, delivery and service, to compete internationally.

### Information Holdings

#### Personal Information Banks

##### Access Request Data Bank

**Description:** This bank contains the access request forms sent by individuals requesting information about themselves held by the Corporation; the replies to such requests and information related to their processing.

**Class of Individuals:** Current and former employee and the general public. **Purpose:** For processing access requests only and to report on the number of requests received annually. Records are maintained in chronological order under the name of the individual requesting the information. **Retention and Disposal Standards:** Records retained for two years or until such time as the individual has had the opportunity to exercise all his or her rights under the Privacy Act. **TBS Registration:** 000150 **Bank Number:** EDC PPU 005

##### Financing, Insurance and Equity Programs

**Description:** This bank contains records such as application forms, financial statements, credit reports and other information relating to the administration of EDC's financing, insurance and equity programs. **Class of Individuals:** Individuals who have applied for EDC's support under its financing, insurance and equity programs. Further, personal information about other individuals may also be accumulated in this bank as it is more fully described under the "Classes of Personal Information" heading. **Purpose:** To determine the eligibility for EDC's support under offered programs and, as the case may be, facilitate the administration of a transaction. **Consistent Uses:** The information may also be used for statistical research purposes, and for planning, implementing and evaluating various programs offered by EDC. With the agreement of the applicant, EDC may disclose selected personal information about a successful applicant. This information includes: the name of the principal counterparty involved in the transaction; the EDC financial service provided; a general description of the commercial transaction/project; the amount of EDC support in an approximate dollar range; and the name of the applicant. **Retention and Disposal Standards:** Records are retained for two years after the last administrative action on file, at which time the records are destroyed. **TBS Registration:** 005224 **Bank Number:** EDC PPU 015

#### Classes of Personal Information

In the course of conducting the programs and activities of the Export Development Corporation, categories of personal information not used for administrative purposes may be accumulated. Such personal information includes, among other things, general biographies of individuals in relation to EDC's program services. This form of personal information is retrievable if specifics are provided concerning transactions filed e.g. names of exporters, countries and projects, rather than by name of individual or other personal identifier.

Other information provided by or about individuals may also be found in corporate record holdings such as information services, telecommunications, accounts payable and library files. This class of personal information is retrievable only if the requester identifies, in sufficient detail, the subject of the information that they wish to access. The retention periods are controlled by the record schedules of the general subject files in which they are stored.



## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Privacy Act.

Requests for further information about the department and its programs and activities may be directed to:

Privacy Coordinator  
Export Development Corporation  
151 O'Connor Street  
P.O. Box 655  
Ottawa, Ontario  
K1P 5T9

Tel.: (613) 598-2899

# Farm Credit Corporation Canada

## Chapter 57

### General Information

### Background

Farm Credit Corporation (FCC) is a federal Crown corporation reporting to Parliament through the Minister of Agriculture and Agri-Food. Established in 1959, FCC is Canada's largest agricultural term lender. Under the Farm Credit Corporation Act, FCC offers a range of flexible financing solutions to primary producers and agribusiness. The Corporation is governed by a Board of Directors comprised of up to 12 members. The Financial Administration Act provides for the direction, financial control and accountability of FCC and outlines its relationship with the Government of Canada.

### Responsibilities

The Corporation makes and administers farm loans under the authority of the Farm Credit Corporation Act to enhance rural Canada by providing specialised and personalised financial services to farming operations, including family farms, and to small and medium-sized agribusiness. As well, it administers programs as directed by the federal government.

### Legislation

- Farm Credit Corporation Act

### Organization

In order to fulfil its mandate, the Corporation has established a network of more than 100 offices and more than 900 employees across Canada to serve the agricultural community and rural Canada. FCC's head office is located in Regina, Saskatchewan.

### Chief Executive Officer

The President and Chief Executive Officer directs the business of the Corporation and exercises all other powers and duties as may be assigned by the Chairman or the Board of the Corporation.

### Operations Division

Under the direction of the Executive Vice-President and Chief Operating Officer, the division consists of:

### ♦ Risk Management

Risk Management division ensures FCC's credit granting standards are maintained. The division assesses and analyses the risk of new loans to FCC's portfolio as well as portfolio risk over time.

### Agri-Land

Agri-Land reports to Risk Management and is responsible for the management (sales, leasing and administration) of FCC's land holdings, the recovery process for non-collectible loans as well as full appraisal and environmental assessment services for FCC.

### Farm Financing

Farm Financing is responsible for the delivery of FCC's products and services to the Canadian agricultural community through its trained field staff who work in over 100 locations across the country.

### Agribusiness

Agribusiness provides credit to Canadian businesses requiring financial services to process, manufacture, transport, store or transform input to or outputs from farm operations. Agribusiness builds alliances with agricultural organizations throughout Canada to provide FCC's products and services to producers and agribusinesses.

### Marketing and Product Development

Marketing and Product Development is responsible for the development and implementation of the Corporate Marketing strategy, the development of new loan products and market research.

### Customer Service Centre

The Customer Service Centre, located in Regina, reports to marketing and Product Development and is responsible for processing loan applications originating from FCC's alliance partners and FCC field offices throughout Canada.

### Finance Division

Under the direction of the Vice-President and Chief Financial Officer, the division consists of:

## ♦ Controller's Office and Treasurer's Office

These offices are responsible for the overall financial management of the Corporation including financial risk management, funding, cash management, corporate accounting, portfolio accounting, loan disbursements, financial planning and reporting and internal controls. They also ensure that the financial provisions of the Farm Credit Corporation Act and the financial management provisions of the Financial Administration Act are effectively employed by the Corporation.

## Strategic Planning

Strategic and Corporate Planning co-ordinates the Corporation's corporate and strategic planning process including preparation of the economic overview and the corporate plan summary.

## Loan Administration Centres

Responsible for all loan administration activities, security registration and documentation.

## Corporate Audit & Business Process Re-engineering

Corporate Audit and Business Process Re-engineering report to the Chief Executive Officer. Audit is responsible for conducting a comprehensive program of broad-based, operations and special internal audit activities. Business Process Re-engineering is responsible for continuously improving business processes, resulting in higher quality customer service, reduced costs of service delivery and increased productivity.

## Human Resources and Administration

The Human Resources & Administration division directs, controls, and advises on administrative and human resources services.

## Information Technology

The IT division is responsible for the information technology requirements for Farm Credit Corporation. This includes all aspects of IT including infrastructure, systems development, and operations and support.

## Communications and Public Relations

This division is responsible for all aspects of external and internal national communications, including media and public relations, community relations, advertising, the corporate website, translation, official languages and graphic services.

## Government & Industry Relations

- (a) Government and Parliamentary Relations – includes liaison with the Minister's office, fulfilling FCC's parliamentary responsibilities, responding to government agency requests and representing FCC on working committees.
- (b) This function liaises with federal and provincial government representatives, as well as stakeholder organizations, to build relations and keep stakeholders informed about FCC's direction and services.

## Information Holdings

## Program Records

### Access to Information and Privacy Activities and Policies

**Description:** Information on Farm Credit Corporation policies and procedures regarding the Access to Information Act and the Privacy Act. **Topics:** Policy, procedures and report files; access to information and privacy information bank files, updates to Info Source; liaison with other government departments; policies and procedures governing access to and release of information and the application of exemptions; statistics and activity reports. **Access:** Files arranged by subject. **Storage Medium:** Paper. **Program Record Number:** FCC ADM 130

### Advisory Services

**Description:** Information on Advisory Services policy, procedures, reports and meetings (program discontinued). **Topics:** Correspondence; supervision policy and procedures. **Access:** Files arranged numerically by subject. **Storage Medium:** Paper. **Program Record Number:** FCC ADM 030

### Agricultural Statistics and Economics

**Description:** Statistical data, reports, forecasts, trends, related correspondence. **Topics:** Agricultural statistics and economics; economic and market outlook; agricultural statistics and economic data from the 1981 census; interest rate trends; farm product prices; farm income and costs; forecasting on Farm Credit Corporation lending; land values; financial markets; financial instruments; quota values. **Access:** Files arranged numerically by subject. **Storage Medium:** Paper and publications. **Program Record Number:** FCC ADM 045



### Ancillary Agreements

**Description:** Information on rulings, reports, directives, forms, procedures, contracts and instructions related to ancillary agreements. **Topics:** Correspondence; grazing leases; installment postponements; advisory service agreements; re-amortization agreements; waiver and consent; mortgage postponement; provincial interest rebates; monthly and irregular payment schedules; marketing board agreements. **Access:** Files arranged by subject and province. **Storage Medium:** Paper. **Program Record Number:** FCC ADM 100

### Appraisal Services

**Description:** Correspondence, copies of reference on conferences, aerial photographs and instructions on the Corporation's appraisal process and semi-annual Farmland Value Reports. **Topics:** Aerial photographs; appraisals – other departments and agencies. **Access:** Files arranged numerically by subject. **Storage Medium:** Paper. **Program Record Number:** FCC ADM 020

### Chattel Mortgages

**Description:** Information on chattel mortgage matters, including directives, rulings, legal actions, procedures and reports. **Topics:** Policies; correspondence; administration; monitoring; renewals and releases. **Access:** Files arranged by subject and province. **Storage Medium:** Paper and computer. **Program Record Number:** FCC ADM 115

### Collections and Recovery

**Description:** Information on collection matters including policies, directives, rulings, reports, instructions, legal procedures, statistics, taxes, acquisition and disposition of property, analyses, estimates. **Topics:** Policies; correspondence; collection procedures; taxes on security; arrears reports; foreclosures, power of sale, quit claims; bankruptcies; legal action reports; recovery action summaries; forecasts of losses. **Access:** Files arranged by subject and province. **Storage Medium:** Paper. **Program Record Number:** FCC ADM 105

### Farm Credit Corporation Act – Loan Administration

**Description:** Information on policy, rulings, fire insurance, forms and procedures, disbursements, notices, statements, security, legal opinions, suspense and liaison related to administration of loans under the Farm Credit Corporation Act. **Topics:** Correspondence; policy; fire insurance; new loan documentation; Commodity-based loans; Shared Risk Mortgage loans; retained funds; installment notices; activity statements; retired and assumed loan documentation; collateral security; partial interest, surface leases and easements; legal opinions; suspense funds disbursements; liaison. **Access:** Files arranged by subject and province. **Storage Medium:** Paper and computer. **Program Record Number:** FCC ADM 090

### Farm Credit Corporation Act – Lending Policy

**Description:** Policy directives, rulings and reports on the Farm Credit Corporation Act lending policy. **Topics:** Correspondence; guidelines; specialized enterprises; two- province loans; capital restrictions; low-income farmers; Commodity-based loans; Shared Risk Mortgage loans; Department of Regional Economic Expansion (DREE); capital monitoring; eligibility; vertical integration; Hutterites and Mennonites; co-operatives; corporations; partnerships; security, production and marketing; purposes, amount, terms and conditions of loans; interest rates; appraisal fees; forms and procedures; loan monitoring; flood risk areas. **Access:** Files arranged numerically by subject. **Storage Medium:** Paper. **Program Record Number:** FCC ADM 010

### Financial Model

**Description:** Information on the financial model used to develop interrelated balance sheet, income statement and financial ratios. **Access:** Files arranged by subject. **Storage Medium:** Paper and computer. **Program Record Number:** FCC ADM 075

### Identification of Accounts

**Description:** Information on directives and reports concerned with the identification of accounts. **Topics:** Correspondence; change of field, district and geographic areas; change of address and account numbers. **Access:** Files arranged by subject and province. **Storage Medium:** Paper and computer. **Program Record Number:** FCC ADM 120

### Legislation, Organization and Policy

**Description:** Information on legislative drafts and amendments, organizational changes, policy development, and system procedures development. **Topics:** Farm Credit Corporation Act – interest rate and regulations; acts and regulations amendments; conferences (general, regional, agricultural and appraisal); policy and procedural manuals; annual reports; committees – general, advisory, executive, standing and senior management; appeal boards; circulars; Task Force on Agriculture; agents and solicitors; management audits. **Access:** Files arranged numerically by subject and by province. **Storage Medium:** Paper and computer. **Program Record Number:** FCC ADM 005

### Life Insurance

**Description:** Life insurance studies, tenders, operations, rulings, interpretations, reports and claims. **Topics:** Correspondence; life insurance program; Equitable Life, Metropolitan Life; life insurance reports; outstanding death claims. **Access:** Files arranged by subject and province. **Storage Medium:** Paper. **Program Record Number:** FCC ADM 095

### NISA Program Information

**Description:** Information on the NISA program, including procedural manual, program information and activity statements. **Topics:** Correspondence, procedural manual, program information, activity statements, application forms and administrative forms. **Access:** Files arranged by subject. **Storage Medium:** Paper and computer. **Program Record Number:** FCC ADM 015

### Projects and Reports

**Description:** Information on reports, marketing boards, and quotas; correspondence. **Topics:** Farmland Values report, annual reports, quarterly financial reports available from Communications and Public Relations. **Access:** Files arranged numerically by subject. **Storage Medium:** Paper and publications. **Program Record Number:** FCC ADM 070

### Real Estate Mortgages

**Description:** Information on directives, rulings, instructions and documentation concerning real estate security. **Topics:** Policies; correspondence; partial discharges; assumption of mortgage; exchange of security; leasehold and equity mortgage. **Access:** Files arranged by subject and province. **Storage Medium:** Paper. **Program Record Number:** FCC ADM 110

### Research

**Description:** Research reports, studies, data and correspondence. **Topics:** Research projects; farm financial surveys; surveys – financial conditions; loan risk analysis; farm accounting; farm management initiatives. **Access:** Files arranged numerically by subject. **Storage Medium:** Paper. **Program Record Number:** FCC ADM 050

### Research Policy

**Description:** Information on policy, meetings, farm management, projects and training. **Topics:** Research coordination system; research meetings; Rural Adjustment Program; program development; Canadian farm management committee; financial management and analysis course. **Access:** Files arranged numerically by subject. **Storage Medium:** Paper. **Program Record Number:** FCC ADM 040

### Statistical Information and Programs

**Description:** Statistical information, new program developments, listing of computer programs, loan summary and review coding, reports, summaries and correspondence. **Topics:** Coding instructions; purpose of loans; appraisal; budget analyses; national lending summary; application and appraisal workload; federal farm credit statistics; documentation; standing committee; advisory committee; characteristics of borrowers; Loan Review Board summaries; annual report; terminal special reports; bankruptcies; branch appeal board reports; number of accounts; financial

and lending data; selected statistics programs; Farm Financial survey. **Access:** Files arranged numerically by subject. **Storage Medium:** Paper. **Program Record Number:** FCC ADM 055

### Technical Information

**Description:** Technical information and reports for subject areas not previously specified. **Topics:** Canadian Socio-economic Information Management (CANSIM); monthly and quarterly production runs – AGDATA (commodity prices, bond market). **Access:** Statistics Canada (codes available at FCC). **Storage Medium:** Statistics Canada computer. **Program Record Number:** FCC ADM 060

## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

### Accounts and Accounting

#### Administration and Management Services

##### Audits

##### Budgets

##### Buildings and Properties

##### Employment and Staffing

##### Finance

##### Human Resources

##### Official Languages

##### Pensions and Insurance

##### Personnel

##### Procurement

##### Training and Development

## Personal Information Banks

### Access to Information and Privacy Requests

**Description:** This bank contains formal requests made by individuals under the Privacy Act and the Access to Information Act, the replies to such requests and information relating to their processing. **Class of Individuals:** Individuals requesting access to information under the Privacy Act and the Access to Information Act. **Purpose:** This information is used for processing requests made under the Privacy Act and the Access to Information Act. **Consistent Uses:** This information may be used for research, statistical, program monitoring and evaluating purposes; it is also used in response to a complaint filed by an individual to the Privacy or Information Commissioner, or in defence against a court action. **Retention and Disposal Standards:** The records are retained for two years after all actions have been completed. **Related to PR#:** FCC ADM 130 **TBS Registration:** 003007 **Bank Number:** FCC PPU 035



### Applications for Employment

**Description:** This bank contains recruitment documents or applications for employment with FCC and any related correspondence. This bank may also contain personnel or staffing interviews, psychological tests, test results and analysts' reports.

**Class of Individuals:** Potential FCC employees.

**Purpose:** To meet the human resources needs of FCC.

**Consistent Uses:** Information may be transferred to an employee bank if the individual is offered and accepts employment. This information may also be used for research, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** Retained a minimum of two years. However, unsolicited applications are destroyed after six months.

**Related to PR#:** FCC ADM 920 **TBS Registration:** 003008 **Bank Number:** FCC PPU 015

### Loan and Lease Administration – Client Files

**Description:** This bank contains information relating to farmers who have loans under the Farm Credit Corporation Act, the Farm Credit Act and the Farm Syndicates Credit Act and farmers who lease property from FCC. The information consists of loan documentation, loan assumptions, loan renewals, financial statements and arrangements, leases, property management and administration, legal documentation and copies of correspondence relating to the ongoing administration of FCCA, FCA and FSCA loans and FCC properties.

**Class of Individuals:** Farmers who have loans under FCCA, FCA and FSCA and tenants of FCC properties.

**Purpose:** The purpose of this bank is to administer and monitor client loans and FCC properties.

**Consistent Uses:** Information in this bank is used for statistical purposes, monitoring, renewals, collections and legal recovery actions, Loan Review Board and Farm Debt Review Board hearings and the general administration of loan accounts and properties.

**Retention and Disposal Standards:** Records on approved loans are retained for a maximum period of 32 years, or two years from the date the loan is fully repaid, whichever is the lesser period, and then destroyed. Files for abortive/cancelled loans, or withdrawn/rejected applications are kept a maximum of two years from date of such action and then destroyed.

**Related to PR#:** FCC ADM 090 **TBS Registration:** 003006 **Bank Number:** FCC PPU 010

### Loan Applications – Client Files

**Description:** This bank contains information relating to individuals who apply for loans under the Farm Credit Corporation Act and information relating to individuals who applied for loans under the Farm Credit Act and the Farm Syndicates Credit Act. The information consists of loan application forms, financial statements, farm appraisal reports, personal income and other client profile information, client appeals, copies of correspondence relating to the repayment and ongoing administration of FCCA, FCA and FSCA loans and

related legal documentation.

**Class of Individuals:** Farmers who apply for loans under FCCA and those who applied for loans under FCA and FSCA.

**Purpose:** The purpose of this bank is to determine eligibility for loans and the administration of loans.

**Consistent Uses:** Information in this bank is used for statistical purposes, monitoring, loan renewals, collection and recovery administration and Loan Review Board and Farm Debt Review Board hearings.

**Retention and Disposal Standards:** Records on approved loans are retained for a maximum period of 32 years, or two years from the date the loan is fully repaid, whichever is the lesser period, and then destroyed. Files for abortive/cancelled loans, or withdrawn/rejected applications are kept a maximum of two years from date of such action and then destroyed.

**TBS Registration:** 003937 **Bank Number:** FCC PPU 005

### Loan Review Board

**Description:** This bank contains information relating to individuals whose loan applications under the Farm Credit Corporation Act, Farm Credit Act and the Farm Syndicates Credit Act have been declined and reviewed by the Loan Review Board. The information consists of Loan applications, financial information and the rulings of the Loan Review Board.

**Class of Individuals:** Individuals for whom a loan application has been declined.

**Purpose:** The purpose of this bank is to provide a record of the review process for declined loan applications.

**Consistent Uses:** This bank is used for monitoring and statistical purposes.

**Retention and Disposal Standards:** This information is retained for two years and then destroyed.

**Related to PR#:** FCC ADM 090 **TBS Registration:** 003290 **Bank Number:** FCC PPU 045

### Loan Review Board Members

**Description:** This bank contains information relating to individuals who are members of the Loan Review Board. The information consists of biographical data.

**Class of Individuals:** Individuals who are members of the Loan Review Board.

**Purpose:** The purpose of this bank is to collect background information on Loan Review Board members.

**Consistent Uses:** None.

**Retention and Disposal Standards:** This information is retained throughout the appointment period and destroyed 3 years after the end of the appointment.

**Related to PR#:** FCC ADM 090 **TBS Registration:** 003650 **Bank Number:** FCC PPU 050

### Mailing Lists

**Description:** This bank contains mailing lists with the names and addresses of individuals, academic and farming organizations, firms, companies, groups, etc.

**Class of Individuals:** Individuals, academic and farming organizations, firms, companies, groups, government officials, etc.

**Purpose:** To maintain standard lists of individuals, organizations, groups,



businesses, etc. for the purpose of mailing publications, reports, newsletters, press releases and other documentation on FCC's activities, programs and marketing. **Consistent Uses:** The information is used to mail and distribute documentation to individuals on the mailing lists. **Retention and Disposal Standards:** Records are updated continuously and the information is kept up to when superseded. **Related to PR#:** FCC ADM 903 **TBS Registration:** 003009 **Bank Number:** FCC PPU 020

### NISA Program-Client Files

**Description:** This bank contains information relating to farmers who had NISA Fund 1 contributions with FCC. The information consists of account documentation, transaction records, legal documentation, and copies of correspondence relating to the administration of the NISA program. **Class of Individuals:** Farmers who held Fund 1 NISA accounts with FCC. **Purpose:** The purpose of this bank was to administer and monitor client contributions. **Consistent Uses:** Information in this bank was used for general administration of the program. **Retention and Disposal Standards:** Files will be retained for two years after their last administrative action, and are then destroyed. **TBS Registration:** 004011 **Bank Number:** FCC PPU 055

### Requests from Federal Investigative Bodies

**Description:** This bank contains requests for personal information pursuant to paragraph 8(2)(e) of the Privacy Act by federal investigative bodies, the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests. **Class of Individuals:** Individuals being investigated by federal investigative bodies. **Purpose:** The purpose of this bank is to meet the requirements of the Act. **Consistent Uses:** Compiling statistics relating to requests from federal investigative bodies. **Retention and Disposal Standards:** Files are retained for two years after their last administrative action and are then destroyed. **Related to PR#:** FCC ADM 130 **TBS Registration:** 003010 **Bank Number:** FCC PPU 025

### Temporary Help Agencies

**Description:** This bank contains a list of calls made for temporary help services. It includes the names of the agencies contacted, the name of the person referred, the hourly rate charged by the agency, the approximate duration of employment, the name of the contact person at the agency and a description of the selection criteria. **Class of Individuals:** Personnel referred by the agencies. **Purpose:** The purpose of this bank is to maintain a record of temporary help personnel. **Consistent Uses:** This bank is also used to back up

financial records and invoices. **Retention and Disposal Standards:** The records are retained for two years for administrative purposes and then destroyed. **Related to PR#:** FCC ADM 920 **TBS Registration:** 003011 **Bank Number:** FCC PPU 030

## Manuals

- Lending Manual
- Administration Policy Manuals
- Human Resource Policy Manuals
- FCC-NISA Loan Procedures Manual

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The public may direct enquiries for information about the Corporation and its policies and procedures to:

Farm Credit Corporation  
1800 Hamilton Street  
P. O. Box 4320  
Regina, Saskatchewan  
S4P 4L3

Tel.: (306) 780-8100

## Reading Room

Corporate Office boardrooms (located at the address listed above under Additional Information) have been designated under the Access to Information Act as public reading rooms.

# Federal Bridge Corporation Limited

## Chapter 58

### General Information

#### Background

The Federal Bridge Corporation Limited (FBCL) was established in 1998 under the Canada Business Corporations Act, and is designated a proprietary corporation (Schedule 111, Part 1) within the meaning and purpose of the Financial Administration Act.

#### Responsibilities

The Corporation was incorporated with a mandate to replace The St. Lawrence Seaway Authority as the corporate body with responsibility for superintending the Authority's non-navigational assets. The St. Lawrence Seaway Authority was dissolved on December 1, 1998 pursuant to provisions of the Canada Marine Act. The management of the Authority's navigational assets was transferred to a not-for-profit corporation while the Authority's non-navigational assets were transferred to FBCL.

FBCL also ensures the acquisition of lands for, and construction, maintenance and operation, alone or in conjunction with an appropriate authority in the United States, of bridges connecting Canada with the United States; and the acquisition of lands for, and construction or acquisition, maintenance and operation of such bridges and works or other property as the Governor in Council may deem necessary. FBCL reports to Parliament through the Minister of Transport.

The Seaway International Bridge Corporation, Ltd.: Its head office, located in Cornwall, Ontario, operates and manages an international toll bridge system between Cornwall, Ontario and Roosevelt, New York, on behalf of the owners – The Federal Bridge Corporation Limited of Canada and the United States Saint Lawrence Seaway Development Corporation.

The St. Mary's River Bridge Company, owner of the portion of the Sault Ste. Marie International Bridge situated in the Province of Ontario, and an FBCL subsidiary, entered into an agreement for the maintenance and operation of the Bridge with the Michigan Department of Transportation. This international bridge links Sault Ste. Marie, Ontario and Sault Ste. Marie, Michigan.

The Jacques Cartier and Champlain Bridges Incorporated, an FBCL subsidiary, was established to provide the public with a safe and efficient transit

across the Jacques Cartier, the Champlain and the Honoré – Mercier Bridges, along the Bonaventure Autoroute, the Champlain Bridge Jetty (cyclists) and through the Melocheville Tunnel, structures situated in the Greater Montreal region.

The main business involvement of FBCL at the Thousand Islands Bridge is the operation of the Canadian portion of the Thousand Islands Bridge System at Ivy Lea, Ontario which is administered for FBCL on a contract basis, by the Thousand Islands Bridge Authority in the United States.

#### Legislation

- The Jacques Cartier and Champlain Bridges Inc. Regulations SOR/98-568
- The Seaway International Bridge Corporation, Ltd. Regulations, SOR/98-569 and SOR/99-140

#### Organization

The full-time President, appointed by Order-in-Council, and two part-time Directors, appointed by the Minister of Transport, constitute the Corporation's board of directors. The President, the Corporate Secretary and Legal Counsel, the Vice-President Engineering, the Vice-President Human Resources, the Vice-President, Communications, the Directors of Administrative Services and Human Resources, the Administrator, Leases and Licenses, the Records Manager and a civil engineer are located in the Corporation's head office in Ottawa.

#### ♦ Administrative Services

These services include Purchasing and Office Support, Real Property Management, Records Management and Risk Management.

Facilitates the setting of corporation-wide standards for asset management. Facilitates the contract tendering process. Manages the administration, the development, leasing or disposal of corporation-wide owned property. Facilitates and coordinates the Risk Management Program and Insurance Portfolio.

#### ♦ Corporate Services

Supports the board of directors and staff by providing specialized services, analytical skills, expertise, assistance and advice in the technical and management areas of the Corporation's organization to respond effectively to the Corporation's business needs and

objectives. Provides pro-active leadership and facilitation skills in formulating corporate-wide policies, programs, standards, procedures and policies.

Assists the board of directors and staff in determining strategic directions for the Corporation. Provides input and leadership in the determination of strategic objectives and helps develop action plans and tactical strategies to meet objectives. Monitors and responds to external legislation and regulations affecting the Corporation. Effects research and feasibility studies that could have corporate-wide implications, and assists in their implementation.

#### ♦ Employee Relations/Human Resources Services

Manages the negotiations of all Collective Agreements and represents the Corporation in the settlement of grievances and other labour issues at the final level. Establishes and manages benefits and compensation programs. Coordinates and facilitates the assessment of management training and development needs.

#### ♦ Finance and Accounting Services

Oversees the integrity of the Corporation's financial statements and reports to the board of directors on the financial performance of the organization. Manages the Corporation's treasury portfolio; administers the daily cash flow and project funding requirements; initiates investments for short and long term needs. Plans and coordinates the Corporation's budget process and provides input to the Corporate Plan.

#### ♦ Subsidiaries and Other Interests

The Corporation has three subsidiaries: The Seaway International Bridge Corporation, Ltd., The Jacques Cartier and Champlain Bridges Incorporated and The St. Mary's River Bridge Company.

The Thousand Islands Bridge is administered by the Thousand Islands Bridge Authority in the United States under a management agreement between FBCL and the Thousand Islands Bridge Authority.

## Information Holdings

### Program Records

#### Bridges

**Description:** Information on the improvement, repair and maintenance of bridges; also the maintenance and repair of equipment associated with these structures.

**Topics:** St. Louis de Gonzague Bridge, Valleyfield Bridge. **Program Record Number:** FBCL ZZZ 005

#### Champlain Bridge

**Description:** Information about the administration of the Champlain Bridge (includes a portion of the Bonaventure Autoroute). **Topics:** Champlain Bridge – general; maintenance and repair contracts; professional service contracts; traffic signs. **Program Record Number:** FBCL CHA 010

#### Jacques Cartier Bridge

**Description:** Information about the administration of the Jacques Cartier Bridge. **Topics:** Jacques Cartier Bridge – general; maintenance and repair contracts; professional service contracts; traffic signs. **Program Record Number:** FBCL JCB 015

#### The Seaway International Bridge Corporation, Ltd.

**Description:** Information on the Seaway International Bridge Corporation, Ltd., the South Channel Bridge, the North Channel Bridge and tolls. **Topics:** operation and maintenance; agreement with the United States Saint Lawrence Seaway Development Corporation, bridge passes, shareholders' and directors' meetings. **Program Record Number:** FBCL SEA 020

#### The Thousand Islands Bridge

**Description:** Information on the Thousand Islands Bridge Authority, the Thousand Islands Bridge, leases and tolls. **Topics:** operation and maintenance; agreement with the Thousand Islands Bridge Authority, directors' meetings. **Program Record Number:** FBCL TIB 025

## Manuals

#### The Federal Bridge Corporation Limited

- Canada Labour Code
- Policy Manual

#### The Jacques Cartier and Champlain Bridges Incorporated

- Act Respecting Industrial Accidents and Occupational Diseases (Quebec)
- Canada Building Code
- Canada Electrical Code
- Canada Labour Code
- Canadian Standards Association
- Canadian Uniform Traffic Control Devices Manual
- Contract Administration for Project Managers manual
- D.S.S. Customer Manual
- General Instructions on Highway Signalization, Quebec
- Preventive Maintenance Manual – Electricity
- Purchase Manual
- Quebec Highway Safety Code



- The Seaway International Bridge Corporation, Ltd
- Accident Prevention Manual
- Canada Labour Code
- Operations Manual
- Personnel Manual
- Purchasing Manual
- Records Management Manual
- Emergency Response Plan Manual

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information may be directed to:

The Federal Bridge Corporation Limited  
 Director of Administrative Services  
 55 Metcalfe Street, Suite 1210  
 Ottawa, Ontario  
 K1P 6L5

Tel.: (613) 993-7647

The Jacques Cartier and Champlain Bridges  
 Incorporated  
 General Manager  
 111 St. Charles Street West  
 West Tower, Suite 600  
 Longueuil, Quebec  
 J4R 5G4

Tel.: (450) 651-8771

The Seaway International Bridge Corporation, Ltd.  
 General Manager  
 P.O. Box 836  
 Cornwall, Ontario  
 K6H 5T7

Tel.: (613) 932-6601

## Reading Room

In accordance with the Access to Information Act, an area on the premises of each of the following institutions has been designated as a public reading room. The addresses are:

The Federal Bridge Corporation Limited  
 55 Metcalfe Street  
 Suite 1210  
 Ottawa, Ontario

The Jacques Cartier and Champlain Bridges  
 Incorporated  
 1111 St. Charles Street West  
 West Tower, Suite 600  
 Longueuil, Quebec

The Seaway International Bridge Corporation, Ltd.  
 Administration Building  
 Cornwall Island  
 Cornwall, Ontario

# Financial Transactions and Reports Analysis Centre of Canada

## Chapter 59

### General Information

#### Background

The Financial Transactions and Reports Analysis Centre of Canada (FINTRAC) was established by the Proceeds of Crime (Money Laundering) Act (PCMLA), Chapter 17, Statutes of Canada 2000. The PCMLA was proclaimed on July 5, 2000.

The key objectives of the Act are:

- To implement specific measures to detect and deter money laundering and to facilitate the investigation and prosecution of money laundering offences;
- To respond to the threat posed by organized crime by providing law enforcement officials with the information they need to deprive criminals of the proceeds of their criminal activities while ensuring the appropriate safeguards are in place to protect personal privacy;
- To assist in fulfilling Canada's international commitments in the fight against transnational organized crime.

#### Responsibilities

FINTRAC's legislative mandate is to:

- collect, analyse, assess and, where appropriate, disclose information relevant to the investigation and prosecution of money laundering offences;
- act at arm's length from law enforcement agencies and other entities (i.e. police, CCRA, Canadian Security Intelligence Service (CSIS) and the Department of Citizenship and Immigration (CIC)) to which it is authorised to disclose information;
- ensure that personal information under its control is protected from unauthorised disclosure;
- enhance public awareness and understanding of matters related to money laundering; and
- ensure compliance with the record keeping and reporting obligations.

In operationalizing the legislative mandate, FINTRAC has adopted the following principles. FINTRAC will:

- Strive to become a centre of expertise in the analysis of financial and other data to identify suspicious transactions associated with money laundering

activities, and to enhance awareness and understanding of matters related to money laundering;

- Safeguard the personal privacy of individuals and protect their records from unauthorized disclosure;
- Operate at arms length from law enforcement agencies;
- Develop relationships with domestic and international entities to obtain and exchange data, information, and knowledge.

#### Legislation

- Proceeds of Crime (Money Laundering) Act, Chapter 17, Statutes of Canada 2000

The Act:

- establishes the Financial Transactions and Reports Analysis Centre of Canada;
- requires a wide range of financial institutions and intermediaries to keep records, to identify clients and to report suspicious and prescribed financial transactions
- requires persons to declare the cross-border movement of large amounts of currency or monetary instruments to the Canada Customs and Revenue Agency (CCRA);
- provides authority to pass regulations concerning the nature and extent of record keeping and reporting to FINTRAC and to bring additional business entities or activities under coverage of the Act;
- provides a high degree of privacy protection of information reported to FINTRAC.

The legislation strikes a balance between safeguarding the rights of Canadians, protected by the Charter of Rights and Freedoms, and the needs of law enforcement in investigating money laundering offences.

#### Organization

FINTRAC is headed by a Director appointed by Governor in Council to be the Chief Executive Officer of FINTRAC, with the rank and powers of a Deputy Head of a department. FINTRAC is comprised of four functional areas – Strategic Research and Analysis; Information Technology; Policy, Liaison and Compliance; and Corporate Management – each

headed by a Deputy Director. The following provides an overview of the responsibilities and activities of each of the four areas.

### ◆ Strategic Research and Analysis

Strategic Research and Analysis is responsible for developing and implementing data and case analysis frameworks in order to analyse the data that will be reported to FINTRAC pursuant to the Act and Regulations. This work also includes analysis to identify suspicious transactions, assess general trends and patterns of activity, and prepare recommendations for disclosures to law enforcement agencies.

### ◆ Information Technology

The Information Technology area is charged with developing and applying information management and information technology methodologies that will support and advance FINTRAC's objectives. This area will design and implement procedures and controls to ensure and protect the safety and security of all information, while also ensuring the secure transmission of data between reporting entities and FINTRAC. It is also responsible for designing, maintaining and implementing database management systems and building and managing custom applications to meet internal and external end user requirements.

### ◆ Policy, Liaison and Compliance

The Policy area is tasked with identifying strategic policy issues to be addressed in legislation, regulations, guidelines and internal operating procedures such as disclosure policy and procedures. This area will develop a framework for establishing and maintaining international networks and multi-lateral relationships.

Liaison activities will focus on fostering and managing positive relationships with reporting entities and law enforcement agencies. This section will also work to establish Memoranda of Understanding (MOUs) with national, foreign and international organizations that maintain databases in order to facilitate the collection of information to assist FINTRAC in its analysis.

The Compliance Section has the responsibility of ensuring that reporting entities meet the requirements of the PCMLA. The Compliance Sector will work closely with reporting entities to support their efforts to implement a compliance regime that will assist them in meeting their obligations under the Act and Regulations. As stated earlier, failure to report prescribed or suspicious financial transactions can result in significant fines or jail terms.

Through Public Affairs, FINTRAC will use a strategic communications approach to inform and educate its stakeholders and the general public on FINTRAC's activities in combating money laundering in Canada and abroad. FINTRAC will also establish a web site as a means by which to disseminate information to reporting entities and other stakeholder groups, and create outreach products and training tools to assist in liaison and compliance activities.

### ◆ Corporate Management

The Corporate Management area encompasses Human Resources, Finance and Administration, Security and the Corporate Secretariat. Human Resources will ensure that appropriate HR systems, policies and procedures are in place to promote FINTRAC as an employer of choice, to respect employee rights, and to foster organizational wellness.

The Financial operations of this area will advise FINTRAC's Executive on all financial and administrative aspects of strategic and operational planning and priorities.

Security is responsible for designing, managing and monitoring policies and procedures to protect FINTRAC's premises, information systems and provide secure access to employees and other authorised persons.

The Corporate Secretariat will manage the Access to Information and Privacy Acts (ATIP) portfolio, correspondence tracking and FINTRAC's library. In addition, the Corporate Secretariat will provide support to FINTRAC's Advisory Council and Operational Committee.

## Information Holdings

### Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

#### Accounts and Accounting

#### Acts and Legislation

#### Administration

#### Administration and Management Services

#### Audits

#### Budgets

#### Buildings

#### Buildings and Properties



Classification of Positions  
Co-operation and Liaison  
Employment and Staffing  
Equipment and Supplies  
Finance  
Furniture and Furnishings  
Human Resources  
Occupational Health, Safety and Welfare  
Office Appliances  
Official Languages  
Pensions and Insurance  
Personnel  
Procurement  
Salaries and Wages  
Staff Relations  
Training and Development  
Utilities

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information on the Financial Transactions Reports and Analysis Centre of Canada should be directed to:

Public Affairs  
Policy, Liaison, Compliance and Public Affairs  
FINTRAC  
Ottawa, Ontario  
K1P 1H7

Tel.: 1-866-346-8722  
Web Site: [www.fintrac.gc.ca](http://www.fintrac.gc.ca)

# Fisheries and Oceans Canada

## Chapter 60

### General Information

### Background

The Constitution Act, 1867 gives Parliament jurisdiction over "Sea Coast and Inland Fisheries." The Fisheries Act, 1868 was enacted in accordance with this responsibility. The Department of Fisheries and Oceans Act, 1978 – 79 established the Department and provides jurisdiction over sea coast and inland fisheries, fishing and recreational harbours, hydrography and marine sciences and the coordination of policies and programs of the Government of Canada respecting oceans. The Canadian Coast Guard, formerly a part of Transport Canada, merged with DFO on April 1, 1995. The Constitution Act, 1982, the Canada Shipping Act, the Arctic Waters Pollution Prevention Act, the Navigable Waters Protection Act, the Department of Transport Act and the National Transportation Act are the principal Acts governing marine transportation activities. Legislative authorities concerning the integration of Coast Guard were finalized last year. The Fisheries Act is the primary piece of legislation for managing fisheries and the Oceans Act lays out the foundation for the department's oceans agenda.

### Responsibilities

While other government departments contribute to the management of Canada's water-based activities, the primary focus of Fisheries and Oceans is on water and the resources it contains. It has responsibility for all matters respecting oceans not by law assigned to any other department. The scope of this responsibility and the extent to which it is exercised by the federal government have been determined by judicial interpretation, agreements with provinces and the evolution of public policy.

Specific responsibilities include:

- Provision of policies and programs for the provision of water transportation system and services interests contributing to safe, efficient and economical conduct of marine activities, protection of the marine environment in Canadian waters and, where appropriate, undertaking development, operation and maintenance of specific elements of the marine transportation system.
- Scientific research respecting stock assessment and resource conservation requirements, aquaculture regulation and development, primary production, physical oceanography and limnology (studies in freshwater), hydrographic surveying and charting,

environmental issues and the behaviour and effects of marine contaminations, and administration of various Federal acts, regulations and policies designed to conserve and protect the aquatic habitat.

### Legislation

- Aboriginal Communal Fishing Licences Regulations
- Aids to Navigation Protection Regulations
- Alberta Fishery Regulations
- Arctic Waters Pollution Prevention Act
- Atlantic Fisheries Restructuring Act
- Atlantic Fishery Regulations, 1985
- Bait Services Fee Order
- Boating Restriction Regulations
- British Columbia Sport Fishing Regulations
- Canada Shipping Act
- Canadian Environmental Assessment Act
- Coastal Fisheries Protection Act
- Coastal Fisheries Protection Regulations
- Competency of Operators of Pleasure Craft Regulations
- Department of Fisheries and Oceans Act
- Fish Health Protection Regulations
- Fish Toxicant Regulations
- Fisheries Act
- Fisheries Development Act
- Fisheries Improvement Loans Act
- Fisheries Improvement Loans Regulations
- Fisheries Prices Support Act
- Fishery (General) Regulations
- Fishing and Recreational Harbours Act
- Fishing and Recreational Harbours Regulations
- Fishing Vessel Insurance Regulations
- Fishing Zones of Canada (Zone 6) Order
- Fishing Zones of Canada (Zones 1, 2 and 3) Order
- Fishing Zones of Canada (Zones 4 and 5) Order
- Foreign Vessel Fishing Regulations
- Freshwater Fish Marketing Act
- Great Lakes Fisheries Convention Act
- Kenney Dam and Skins Lake Spillway Orders and Regulations
- Management of Contaminated Fisheries Regulations
- Manitoba Fishery Regulations, 1987

- Marine Mammal Regulations
- Marine Navigation Services Fee Regulations
- Maritime Provinces Fishery Regulations
- Metal Mining Effluent Regulations
- Nautical Charts and Related Publications Fees Order
- Navigable Waters Protection Act
- Newfoundland Fishery Regulations
- Northwest Territories Fishery Regulations
- Ocean Data and Services Fees Order – SI/86-133
- Oceans Act
- Ontario Fishery Regulations, 1989
- Pacific Fishery Management Area Regulations
- Pacific Fishery Regulations
- Pleasure Craft Sewage Pollution Prevention Regulations
- Private Buoy Regulations
- Quebec Fishery Regulations
- Sable Island and St. Paul Island Regulations
- Saskatchewan Fishery Regulations
- Small Vessel Regulations
- Territorial Sea Geographical Coordinates Order
- Yukon Territory Fishery Regulations

## Organization

There are six major Activities under the departmental mandate which are administered by Assistant Deputy Ministers who are responsible for broad policy formulation, strategic and operational planning, resourcing, scientific and technical services and functional guidance to the Regional Directors General who provide for Program delivery.

## Deputy Minister

In accordance with section 3 of the Department of Fisheries and Oceans Act the Deputy Minister of Fisheries and Oceans is the deputy head of the Department. The Office of the Deputy Minister develops, coordinates and implements the Departmental Program consistent with the powers, duties and functions outlined in section 4 of the Act and provides administrative support to Crown Corporations for which the Minister has responsibility. Program objectives are carried out by one Associate Deputy Minister (Associate DM) and seven Assistant Deputy Ministers (ADMs) located at headquarters in Ottawa, Ontario and six Regional Directors General (RDGs) located across the country. In addition to the Associate DM, ADMs and RDGs, the Director General, Communications and General Counsel also report directly to the Deputy Minister.

- Communications – develops communications strategies and supports the initiatives of all sectors as well as scientific publications.
- General Counsel – Department of Justice legal services attached to DFO provide legal counsel on all matters touching the operation and administration of the Department.

## Associate Deputy Minister

The Associate Deputy Minister is responsible for managing all aspects of the Department in co-operation with the Deputy Minister. The Associate DM's duties include a special focus on:

- Human resource management issues, such as La Relève;
- Essential change activities within the Department, including enhancement of the management model for DFO and working with employee consultative/ advisory committees (the National and Regional Advisory Committees) in support of their renewal efforts;
- Issues related to the merger of the fleets and shore installations of the former DFO and Coast Guard;
- Development of the Oceans Management Strategy;
- Fisheries restructuring on the Atlantic and Pacific coasts;
- Aquaculture.

The Associate DM has direct responsibility for the Review Directorate, which assesses the appropriateness and strength of the management framework and makes suggestions for improvements; evaluates policies and programs and makes recommendations for their confirmation, modification or discontinuation. The Review Directorate is also the focal point for Auditor General Audits.

## ♦ ADM, Corporate Services

The ADM, Corporate Services provides executive direction, coordination and corporate administrative in support of Program objectives and is responsible for:

- Coast Guard College – prepares Officer Cadets for a career in the Coast Guard, provides training in search and rescue, Marine Communications and Traffic Services, marine engineering, navigation, shipboard management and provides residential facility for conferences and meetings in the Maritimes.
- Finance and Administration – provides advice and services in areas of resource management, financial planning, accounting and reporting, policy and systems, contracting and procurement, asset management (not including Small Craft Harbours) and administration and security.



- Information Management and Technology Services – provide advice and services in the areas of application development, information and data management (including libraries), computer processing and telecommunications.
- Newfoundland Bait Program (NBP) – unique to Newfoundland, this program exists to provide a bait purchase and sale function from as many as 25 locations across the Province. Legal authority for this program exists within the Terms of Union between Newfoundland and Canada. At present, facility ownership rests with Fisheries and Oceans Canada while day-to-day service delivery is provided by a private sector contractor.
- Real Property Management – delivers a real property services program in accordance with a comprehensive real property management framework.
- Small Craft Harbours – administration and maintenance of a national system of harbours to provide fishers and recreational boaters with safe and accessible facilities ranging from isolated mooring buoys to large, full service facilities. Small Craft Harbours (SCH) is also responsible for the Harbour Authority Program which encourages the formation of non-profit corporations (i. e., harbour authorities). Comprised of fishers and other users, harbour authorities assume the day-to-day management and operation of the fishing harbours the industry deems to be most important. It's also responsible for the Recreational Harbour Divestiture Program which oversees the transfer of SCH's inventory of recreational harbours to public and private sector interests. Small Craft Harbours is responsible for the rationalization of fishing harbours to devolve derelict harbours and refine the inventory to core harbours, essential to the industry.
- Strategic Policy and Planning – provides corporate policy development and coordination, strategic planning, economic analysis in support of policy development, market analysis and intelligence, federal/provincial relations, legislative and regulatory review.

#### ◆ ADM, Human Resources

The ADM, Human Resources is responsible for providing human resource management, advice and services for human resource planning, classification and organization, staffing and workforce adjustment, executive resourcing, staff relations, compensation, training and development, employment equity, official languages, occupational health and safety, incentive/merit awards, employee assistance program, career counselling, and personnel management information systems.

#### ◆ ADM, Fisheries Management

The ADM, Fisheries Management is responsible for:

- Aboriginal Policy and Governance – develops Native fisheries policies, administers the Aboriginal Fisheries Strategy and the long-term response to the Marshall Decision, negotiates fishing provisions of land claims settlements in British Columbia, the Northwest Territories, Newfoundland and Quebec offshore and implements land claims and negotiates Aboriginal self government throughout the country.
- Coordination of the annual seal hunt.
- Atlantic Fisheries and Pacific Region Licensing Appeal Boards – hear appeals from fishermen dissatisfied with departmental licensing decisions and consider general problems on licensing policy.
- Conservation and Protection – ensures compliance with legislation, policies and programs in support of conservation and sustainable fisheries resources through educational and enforcement programs in both tidal and non-tidal waters except in Ontario, Quebec and the Prairie Provinces. Fishery management plans, policies, programs and regulations ensure sustainability of stocks and fair distribution of harvestable surpluses.
- Fisheries Policy Development – The Atlantic Fisheries Policy Review (AFPR) has been established to develop a consistent and cohesive policy framework for the management of Canada's East Coast fish stocks. The work of the AFPR is being done in two phases: Phase I will deliver a long-term policy framework and Phase II will establish priorities and begin to operationalize elements from the policy framework developed in Phase I. Work also has been undertaken to establish a national fisheries policy framework and an Independent Panel on Access Criteria (IPAC) has been established to develop recommendations on access criteria in new or expanding commercial fisheries on the Atlantic Coast.
- International Affairs – the role is to direct the conduct of international relations to advance Canada's fisheries conservation interests and works to assert Canadian interests with respect to internationally managed fish stocks. This includes the negotiation and administration of international treaties and agreements affecting conservation, allocations, the conduct of bilateral and multilateral fisheries relations with other countries, the settlement of issues related to maritime boundary disputes as well as the formulation and presentation of international fisheries conservation and allocation advice to the Minister.
- Licensing – provides a means for regulating participation in and access to the fishery to ensure that the harvest remains within conservation limits and promotes economic viability.

- **Responsible Fishing Programs** – contribute to resource conservation of fish stocks through the development and industry use of selective fishing practice and industry's endorsement and implementation of the Code of Conduct for Responsible Fishing.
- **The Freshwater Fish Marketing Corporation** – advice and analysis of issues relating to the operations and mandate of this Crown Corporation are provided to the Minister on an ongoing basis. The Department coordinates on an annual basis the development and approval by Treasury Board and the Department of Finance of the corporate plan and operating and capital budgets of this Corporation.

### ◆ **ADM, Marine Services/Commissioner, Canadian Coast Guard**

The ADM, Marine Services and Commissioner, Canadian Coast Guard, develops and operates the national marine transportation system and is responsible for:

- **Icebreaking and Arctic Operations** – provides, operates and maintains icebreaking ships, facilities and services, manages a program of ice management, supports other government departments and agencies in safe and efficient movement of marine traffic in ice-infested waters, supports other government marine related activities, including sovereignty in the Canadian Arctic and operates a program to minimize the effect of flooding caused by ice jams on the upper St. Lawrence River.
- **Marine Navigation Services** – provides, operates and maintains a system of short and long range aids to navigation, oversees private aids to navigation systems, provides public safety information services and provides waterways management and protection.
- **Marine Communications and Traffic Services** – provides communications and traffic services for the marine community and for the benefit of the public at large. Ensures safety of life at sea in response to international agreements through the provision of a Distress and Safety radio service, protects the marine environment and enhances the efficient movement of shipping through the provision of traffic management systems in offshore, coastal, riverine and port waters, provides support for business, other government departments and the national interest by the provision of a marine information management system, and provides a public correspondence system to facilitate ship shore radio communications for the private sector and fleet operations.
- **Integrated Technical Support** – The National Technical Authority for the CCG. Responsible for the design and for the effective and efficient through-life materiel support of all CCG physical assets. These

assets include CCG ships, helicopters, land and vessel based communication, navigation and surveillance systems service both internal-DFO and external clients. Ensures engineering and logistics support integrity, provides quality technical solutions and advice, life cycle materiel management, procurement of ships, systems and equipment. Responsible for the business management of CCG's technical support program.

- **Rescue and Environmental Response** – provides marine search and rescue capability within the Canadian area of responsibility as defined under International Maritime Organization agreements and in Canadian waters of the Great Lakes and St. Lawrence system, promotes safety to the marine public in order to minimize loss of life and injury as well as the loss of property, provides emergency planning and environmental response to clean up pollution from shipping incidents, on a cost recovery basis and carries out a monitoring and oversight role as part of the joint Industry/Government partnership on spill response.
- **Fleet** – provides the national policy, planning requirements, professional staff support and safety management functions of national fleet management for Canadian Coast Guard ships and aircraft used to support the marine activities of the Department, other government departments and the safety and sovereignty requirements of the citizens of Canada.

### ◆ **ADM, Oceans**

The ADM, Oceans ensures the development of an integrated departmental approach to the discharge of our oceans and freshwater responsibilities, and is responsible for:

- **Habitat Management** – design, development and coordination of policies, plans and programs related to the protection and conservation of aquatic habitats; investigation and monitoring of biological, chemical and physical conditions which affect the quality of the aquatic environments; environmental assessments of projects impacting the aquatic environment; compiling information in support of sustained economic utilization of Canada's renewable aquatic resources; and monitoring the management of the quality of the aquatic habitat.
- **Oceans** – the development and implementation of a national oceans management strategy and developing policies and programs for marine protected areas, integrated coastal zonal management, marine environmental quality and other related oceans initiatives. The management of the Minister's Advisory Council on Oceans (MACO) nomination process and subsequent Council secretariat functions. Also, the Canadian Environmental Assessment Act Public Registry and strategic relations activities related to oceans.



## ◆ ADM, Policy

The ADM, Policy is responsible for:

- Economic and Policy Analysis – provide social and economic analysis, statistical services and policy advice on a wide range of domestic economic and international fisheries and oceans issues, including commercial fishing licence fees and other user charges, fisheries policy renewal, oceans industries, and international trade. Promote Canadian interests through participation in major international economic organizations. Manage, facilitate and coordinate policy and program development on key horizontal issues within DFO and across government. Establish and participate in policy research networks. Facilitate the development and coordination of international policy positions. Coordinate DFO's participation in Team Canada Inc. trade missions and in the National Voluntary Sector Initiative.
- Governance – provide a single focus of expertise to support the development of new governance models in areas already identified for change; advise the department on horizontal governance initiatives that affect DFO programs and mandate.
- Planning, Coordination and Liaison – leadership in developing legislative and regulatory instruments to support the fishery of the future, and other departmental and government-wide priorities for renewal and enhanced performance; policy and regulatory analysis in support of legislative initiatives led by other sectors, including amendments to the Coastal Fisheries Protection Act, Navigable Waters Protection Act and the Canada Shipping Act; policy leadership on the development of additional bilateral mechanisms for intergovernmental cooperation; work to enhance the effectiveness of intergovernmental for a like the National Council of Fisheries Ministers, and the Atlantic Council of Fisheries Ministers; policy leadership and support to promote the full and productive implementation of the Canada-B.C. Agreement.
- Strategic Priorities and Planning – leadership to develop a departmental strategic plan that reflects the objectives and interests of all sector and the regions; advice and support to sectors and regions in their own strategic planning initiatives, including the provision of tools and resources to assist, such as environmental scans and analyses; lead a coordinated approach to developing departmental priorities.
- Access to Information and Privacy – provides Departmental focal point for responding to requests under the Access to Information Act and the Privacy Act.

## ◆ ADM, Science

The ADM, Science ensures the highest standard of scientific information for use in developing policies, regulations and legislation regarding oceans and aquatic life and is responsible for:

- Fisheries and Oceans Science – provides timely and reliable scientific information, understanding and advice for the conservation and sustainable use of fish and other living aquatic resources, for the sustainable development of Mariculture and fish health protection, and on oceans coastal waters and marine and freshwater ecosystems in support of environment and fish habitat management, integrated resource management, offshore development, climate prediction, marine services, coastal engineering, defence and shipping.
- Hydrography – enhances the safety and efficiency of navigation for vessels operating in Canadian waters by undertaking field surveys to measure water depth, bottom morphology, bottom type and composition, tides, water levels, near surface currents, sound velocity and turbidity. Accurate charts and navigational publications of Canadian and adjacent international waters are compiled and published.

## ◆ Offices of Regional Directors General (RDG)

Regional Directors General are responsible for Program Delivery in meeting the mandate of the Department under the functional guidance of the Deputy Minister, the SADM and the ADM's. Each Region is described hereunder:

- Central and Arctic Region – encompassing Alberta, Saskatchewan, Manitoba, Ontario, the Northwest Territories and Nunavut, it contains about 67% of Canada's freshwater and seven of the 14 largest lakes in the world, emphasizing cleanup and preservation initiatives in the Great Lakes. It accounts for about 60% of Canada's recreational fishing which exceeds the commercial fishery catch. Some 50% of the commercial catch is marketed through the Freshwater Fish Marketing Corporation. In marine transportation it directly supports shipping with nearly 200 icebreaking responses, over 1,300 search and rescue responses and it maintains nearly 5,900 nav aids. It provides primary marine pollution response North of 60 as well as the Eastern Arctic Sealift which resupplies coastal communities in the Arctic. Search and rescue services in the Great Lakes are provided to the highest concentration of pleasure craft in the country and the Region supports commercial marine traffic to the North American heartland.
- Gulf Fisheries Management Region – encompassing the northern and eastern portion of New Brunswick, Prince Edward Island, and a portion of Nova Scotia adjacent to the Gulf of St. Lawrence. The Region is responsible for the management of many groundfish and pelagic species such as cod, herring, tuna, halibut and flounder. Commercially imported invertebrates' species found throughout the Region include lobster, snow crab, and molluscs such as oysters, mussels, clams, and scallops. In addition,



several of the southern Gulf tributaries act as important spawning rivers for anadromous species including Atlantic salmon, trout, and alewife. The DFO Regional Office is located in Moncton, N.B., with three area offices which are located in Tracadie-Sheila, N.B., Charlottetown, P.E.I., and Antigonish, N.S. With 12,498 commercial fishers and over 4,600 vessels involved in the southern Gulf of St. Lawrence fishery, the approximate landings of fish products for 1999 were 146,369 metric tons worth 316.7 million dollars.

- **Laurentian Region** – encompassing the Province of Quebec, it covers more than 6,000 kilometres of coastline. Fisheries sector includes over 4,000 fishermen, nearly 1,600 vessels, nearly 100 processing plants and over 200 small craft harbours. A marine science research centre, the Maurice-Lamontagne Institute, Mont-Joli, provides fisheries, oceanographic and hydrographic research. DFO manages the entire marine fishery in the region except for anadromous and catadromous species which are managed by the Province. In marine transportation it directly supports shipping with nearly 500 icebreaking and vessel escort responses, over 1,200 search and rescue responses and it maintains more than 2,550 nav aids. It ensures year-round access to the Port of Montreal and other ports on the St. Lawrence. Due to its icebreaking program, it safeguards susceptible water-side communities which may experience the effects of floods.
- **Maritimes Region** – encompassing the three Maritime provinces and adjacent waters out to the 200-mile limit of the economic zone, the coastline covers approximately 8,600 km. The region has a very active diverse commercial fishery that includes approximately 13,300 full and part-time fishers on over 4,400 vessels, some 300 harbours, and a commercial fishery that landed some 316,000 tonnes of product for a preliminary landed value of \$660,933,220.00 dollars in 2000. In addition, the aquaculture industry had a landed value of approximately 240 million dollars in 2000. Coast Guard services are provided through three major land bases; some 4,500 fixed and floating navigational aids; a regional fleet consisting of 10 major vessels, including 2 heavy icebreakers, 3 oceanographic and fisheries research vessels; 2 primary offshore search and rescue/icebreaking buoytenders, 1 icebreaking buoytenders, 1 buoytender, 1 offshore patrol vessel used for C&P; 20 small crewed patrol, buoytending and research craft; 8 lifeboat stations and 7 helicopters.
- **Newfoundland Region** – comprising the province of Newfoundland and Labrador along with adjoining marine waters, the coastline covers nearly 29,000 km. With more than 95% of the province's communities being scattered along the coast, the economic and social complexion of this region is dominated by the fishery. Traditionally, cod was the

dominant species in the commercial fishery. However, since the decline of the groundfish resources in the early '90s the fishery has become largely dependant on shellfish, particularly crab and shrimp. A small but growing high-tech ocean science and technology industry is evident. In marine transportation the Coast Guard's 13 ships and 3 helicopters support shipping with nearly 125 icebreaking responses, over 600 search and rescue responses and the maintenance of nearly 1,600 nav aids.

- **Pacific Region** – comprising British Columbia and the Yukon, it is entrusted with managing and protecting Pacific marine fish stocks, covering 105 river systems in British Columbia, as well as three northern transboundary rivers, the Stikine, Taku and Yukon. This region supports commercial, recreational and aboriginal fisheries and significant Canadian oceans science and technology industries. In marine transportation it directly supports shipping with over 2,200 air and marine search and rescue responses and it maintains more than 1,950 nav aids.

## Information Holdings

### Program Records

#### Associate Deputy Minister

##### Corporate Review

**Description:** Review. **Topics:** Information on studies conducted on management challenges, results and other dimensions of performance of internal programs, policies, operations, systems and practises. **Storage Medium:** Computer and paper files. **Program Record Number:** DFO CRP 210

##### Evaluation

**Description:** Program evaluation. **Topics:** Evaluation on the relevance, success and cost-effectiveness of internal departmental programs and activities. **Storage Medium:** Computer and paper files. **Program Record Number:** DFO CRP 220

##### Internal Audit

**Description:** Internal Audit. **Topics:** Information on the efficiency, economy and effectiveness of internal management policies, practises and controls: improvements required. **Storage Medium:** Computer and paper files. **Program Record Number:** DFO CRP 215

#### ◆ ADM, Corporate Services

##### National Project Management Office for Year 2000

**Description:** Information on all aspects of the DFO

Year 2000 project including (but not limited to) project planning, business continuity planning, standards and guidelines, regional information, project funding, Year 2000 product compliance letters, and related topics. **Topics:** Year 2000 and its complexities as it affected both Department Wide Mission Critical and Government Wide Mission Critical functions within the Department. The files created during this project are classified using the departmental records management policy. **Program Record Number:** DFO CRP 500

## ◆ ADM, Fisheries Management

### Aboriginal Policy and Governance

**Description:** Information on aboriginal fishing policies, programs and issues. **Topics:** Aboriginal fishing issues and programs; land claims. **Program Record Number:** DFO MAN 320

### Enforcement

**Description:** Conservation and protection of fisheries, surveillance and enforcement records. **Topics:** Offshore, inshore and inland surveillance and enforcement activities. **Program Record Number:** DFO MAN 305

### Fisheries Policy Development

**Description:** Policy preparations in support of fisheries renewal, reports, discussion document and brochure developed by AFPR, summary of policies affecting management of fisheries on Canada's Atlantic coast. **Topics:** Fisheries management policy on Canada's Atlantic coast, National fisheries management policy framework, Independent Panel on Access Criteria (IPAC). **Program Record Number:** DFO MAN 335

### Fisheries Licence Appeal Board

**Description:** Information on fisheries licences (Atlantic and Pacific). **Topics:** Appeals from fishermen dissatisfied with departmental licensing decisions; licensing policy; recommendations to the Minister. **Program Record Number:** DFO MAN 310

### Fisheries Management

**Description:** Management of the fisheries, including habitat resource rehabilitation. **Topics:** Resource management; allocation and regulations development; licensing; native affairs – food fisheries; land claims and agreements; employment; band by-laws. **Program Record Number:** DFO MAN 315

## Responsible Fishing Programs

**Description:** Reports, guidelines, protocols, mandates, administration, support initiatives throughout the fishing industry. **Topics:** Code of Conduct for Responsible Fishing Operations, Program for Energy Research and Development. These Programs cover areas such as Responsible Fishing, gear development, implementation of the Canadian Code of Conduct, and partnering with industry. **Access:** Records arranged according to document management criteria set out by the Department. **Storage Medium:** Some on EDP database; others hard copy. **Program Record Number:** DFO MAN 330

## Structural Adjustment Programs

**Description:** Information on advice and analysis of issues relating to the operations and mandate of the Freshwater Fish Marketing Corporation (FFMC). **Topics:** Corporate Plans, and Operating and Capital Budgets of the FFMS Corporations. **Program Record Number:** DFO MAN 325

## ◆ ADM, Marine Services/Commissioner, Canadian Coast Guard

### Aids to Navigation – Marine

**Description:** Information on the establishment, operation and maintenance of visual, audio and electronic aids to navigation. **Topics:** Buoys; lights; beacons; fog signals; radio communication systems; notices to shipping; notices to mariners; site acquisitions; buildings; structures; service contracts, dredging fees. **Access:** By subject and geographic site. **Storage Medium:** EDP systems and microfilm. **Program Record Number:** DFO CCG 105

### Canadian Coast Guard Accredited Boating Safety Courses Directory

**Description:** This bank contains the name of each course and training organization, address, telephone number, fax, e-mail and Web addresses for head offices of each training organization as well as format offered (correspondence, in class, Web). **Class of Individuals:** The Accredited Boating Safety Course Directory is distributed to boaters and the Canadian public. It is available in hard copy and through the Canadian Coast Guard's Web Site. **Purpose:** The bank may be referenced by the general public through the Coast Guard Web Site to obtain the names of accredited boating courses and is updated by the Canadian Coast Guard Boating Safety Office only. **Program Record Number:** DFO CCG 210

### Ice Operations

**Description:** Information on icebreaking, ice reporting, ice escorting and the International Ice Patrol. **Topics:** Icebreaking; ice reporting; reconnaissance; ice escorting; International Ice Patrol; methods and equipment. **Program Record Number:** DFO CCG 130



## Marine Communications and Traffic Services

**Description:** Information on the establishment, operation and maintenance of Marine Communications and Traffic Services infrastructure. **Topics:** Marine Radio Communications and Vessel Traffic Services Systems, notices to shipping and notices to mariners, buildings, structures, remote sites, services contracts. **Program Record Number:** DFO CCG 205

## Navigable Waters – Obstructions

**Description:** Information on obstructions in navigable waters. **Topics:** Obstructions in navigable waters; wrecks and derelicts. **Access:** Files arranged by subject, individual, company, geographic location, waterway, type of obstruction or names of derelicts or wrecked vessels. **Storage Medium:** Microfilm, computerised data bank, lists and files. **Program Record Number:** DFO CCG 135

## Navigable Waters – Protection

**Description:** Information on policies, regulations, applications and approvals for industrial and other construction plans affecting navigable waters. **Access:** Files arranged by subject, individuals or companies, waterway, geographic location, type of building or work. **Storage Medium:** Microfilm, files, computerised data bank. **Program Record Number:** DFO CCG 140

## Pollution

**Description:** Information on rules, regulations and policies for the prevention of pollution in inland waters and at sea. Includes emergency plans and operations concerning the clean-up of oil or other pollutants. **Topics:** Rules; regulations; policies; plans; operations; reports; methods and equipment. **Program Record Number:** DFO CCG 150

## Recreational Boating and Seamanship

**Description:** Information on recreational boating and seamanship. **Topics:** Navigation, seamanship, collision regulations, speed of vessels, anchorages, schools, apparatus and equipment. **Program Record Number:** DFO CCG 145

## Search and Rescue – Coast Guard

**Description:** This class covers information relating to search and rescue operations, and lifesaving stations. **Topics:** Lifesaving stations; search and rescue; equipment and supplies. **Access:** Files arranged by subject, and geographically. **Program Record Number:** DFO CCG 155

## Ships and Aircraft – Canadian Government

**Description:** Information on the management, operations, functions and services performed by the Canadian Coast Guard fleet of ships and aircraft; vessel and aircraft support to CCG Marine Programs such as

Navigation Systems (Aids to Navigation and Icebreaking), Safety, Environmental Response Systems (Search and Rescue, Marine Communications and Traffic Services, Environmental Response/Protection); support to Oceans sector, Fisheries Management and Science sectors, including Hydrographic Services. This includes information on management strategies, planning, policies, scheduling, costs, crewing practices, performance measures and safety (ISM Code) procedures. **Topics:** Strategic Planning, Business Planning, Performance Management, Crewing, Charters, Fleet List, Fleet Program Delivery Plans, Services, Service Accords/MOU's, Fuel, Operational Requirements, Capital Planning, and Helicopter Management. **Access:** Files arranged by subject and name of Coast Guard vessel. **Program Record Number:** DFO CCG 165

## Small Vessel Safety

**Description:** Information on regulations, standards and procedures, including small vessel licensing, inspection, vessel plates, and operator competency and personal flotation devices. **Topics:** Construction Standards for Small Vessels; capacity and conformity plates; Safe Boating Guide; Accredited course providers and various safety pamphlets and materials. **Access:** Files arranged by subject. **Program Record Number:** DFO CCG 170

## Telecommunications and Electronics – Marine

**Description:** Information on the life cycle management including establishment, design, procurement of equipment, operation and maintenance of stations and systems that provide communications and electronic navigation aids to the Canadian Coast Guard and marine transportation. **Topics:** Life cycle management establishment; construction; operation; maintenance; services; buildings; site acquisitions; concessions and leases; apparatus; supplies; equipment; utilities; security and frequencies. **Access:** Files arranged by subject, geographical location and name of Coast Guard ship. **Storage Medium:** EDP systems and microfilm. **Program Record Number:** DFO CCG 200

## Waterways

**Description:** Information on water on St. Lawrence waterways. **Topics:** Water levels St. Lawrence waterways; and St. Lawrence ship channel. **Program Record Number:** DFO CCG 106

## ♦ ADM, Oceans

### Habitat Management

**Description:** Information on habitat management, protection, restoration and development; review of referred development activities in or near water; development of oceans and oceans resource conservation and protection initiatives; federal environmental assessment; scientific research on



fish habitat, changes to or destruction of fish habitat and chemical contamination of fish habitat resulting from human activity. **Topics:** Habitat protection, operations, planning, restoration and development; resource rehabilitation and enhancement; carrying capacity of fish habitat; physical alteration of fish habitat; toxic chemicals; contaminants; Marine Protected Areas, Marine Environmental Quality, and Integrated Coastal Zone Management. **Program Record Number:** DFO SCI 605

#### Canadian Environmental Assessment Act Public Registry

**Description:** The Public Registry contains all records produced, collected and submitted with respect to any environmental assessment project undertaken by the Department. **Topics:** Reports relating to assessments; comments filed by the public in relation to the assessment; any records prepared by the responsible authority for the purposes of Section 38; any records produced as the result of the implementation of any follow-up program; any terms of reference for a mediation or a panel review; and any documents requiring mitigation measures to be implemented. **Program Record Number:** DFO SCI 625

#### Oceans Program Activity Tracking (OPAT)

**Description:** A dynamic Web application that provides geographic information and facts on activities taking place under the Oceans Programs of Fisheries and Oceans Canada. OPAT is designed to increase national and international awareness of the Oceans Programs of Fisheries and Oceans Canada and to facilitate the involvement of coastal communities; social, cultural, environmental and economic organizations; aboriginal groups, governments; and others in effective oceans management. **Topics:** Information on integrated Management, Marine Protected Areas and Marine Environmental Quality program activities taking place across the country. **Program Record Number:** DFO SCI 630

### ♦ ADM, Policy

#### Atlantic Groundfish Strategy (TAGS)

**Description:** Information is used by HRD to assess eligibility of applicants for income support benefits and by DFO to assess eligibility for licence or early retirement benefits under TAGS. Information on the Commercial Fishing Licence Database includes such fields as name, address, FIN and VIN. **Program Record Number:** DFO POL 505

#### Canadian Fisheries Adjustment and Restructuring (CFAR)

**Description:** Information used by DFO to assess eligibility for the Pacific Salmon Licence Retirement Program and for the Atlantic Groundfish Licence

Retirement Program. In addition, information used to assist HRDC to determine eligibility for early retirement benefits for fishers. Information on the Commercial Licence Database includes fields such as name, address, FIN and VIN, vessel length, gear type and landings. **Program Record Number:** DFO POL 520

#### Economic and Policy Analysis

**Description:** Information on policies, programs and activities in the areas of socio-economic analysis and policy development. **Topics:** Socio-economic analysis and policy; fisheries statistics; fisheries international trade databases; banks of information relating to the Surveys of Atlantic Fishermen, 1984, 1988; the Surveys of Recreational Fishing in Canada, 1975, 1980, 1985, 1990, 1995; Survey of Oceans Industries, 1996. **Program Record Number:** DFO POL 510

#### Federal-Provincial Relations

**Description:** Information on federal-provincial-territorial consultations, deliberations, strategies and negotiations adopted by the Department. **Topics:** Economic and regional development agreements; frameworks for federal-provincial consultation and liaison; federal-provincial-territorial economic and constitutional issues. **Program Record Number:** DFO POL 515

#### Legislation and Regulation

**Description:** Information on legislative and Regulatory instruments being developed by the department. **Topics:** Fisheries, Coast Guard, Oceans and Science Regulatory and legislative documents including Regulatory Impact analysis documents and Regulations and Order in Council. **Program Record Number:** DFO POL 525

### ♦ ADM, Science

#### Fisheries and Oceans Science

**Description:** Records relate to the acquisition of the knowledge base and provision of scientific advice in the management and development of fisheries and other renewable and non-renewable marine resources. **Topics:** Resource assessment; aquaculture and resource development; physical and chemical oceanography; marine ecology; freshwater ecology; university subventions; ocean engineering and technology transfer. **Program Record Number:** DFO SCI 610

#### Hydrographic Service

**Description:** Bathymetric data; navigational charts – surveys, chart production; geophysical-hydrographic surveys; tides, currents and water levels; sailing directions; ocean mapping; navigation. **Topics:** Navigation charts – surveys, production; tides, currents, and water levels; sailing directions; ocean mapping;

navigation. **Storage Medium:** Full size graphics, micrographics and EDP format. **Program Record Number:** DFO SCI 615

## ◆ Offices of Regional Directors General (RDG)

### Arctic and Inland Fisheries

**Description:** Information on policy and program coordination and delivery in the Arctic and Inland Fisheries sector of the Department. **Topics:** Marine mammal stock assessment and surveys; inland fisheries management; fish habitat disruption; conservation of fishery and marine mammal resources in the Northwest Territories and Nunavut. **Program Record Number:** DFO RDG 055

### Fisheries Resource Allocation

**Description:** Management, conservation, protection, enhancement and allocation of all species of the fisheries resource throughout Canada. **Topics:** Resource management, allocation, licences, registration of fishers and vessels, quota monitoring, stock enhancement, observer programs, test fisheries, consultation and negotiation, Aboriginal Fisheries Strategy, Salmonid Enhancement Program, regulation amendments, habitat rehabilitation, MOUs and agreements, Advisory Boards and Committees. **Access:** Records stored by Region, numerically and by subject. **Storage Medium:** Records in paper, microfiche, and EDP format. **Program Record Number:** DFO RDG 060

### Sector Management (Seals and Marine Mammals)

**Description:** Information on the Atlantic coast seal hunt and marine mammal conservation issues and activities. **Topics:** Seal catch statistics and seal licensing policy, development projects under the Assistance to the Sealing Industry Program; bycatch of marine mammals, recreational observation of marine mammals, strandings, live capture and export of marine mammals; and laws and regulations pertaining to marine mammals. **Program Record Number:** DFO RDG 065

## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

### Accounts and Accounting

### Acts and Legislation

### Administration

### Administration and Management Services

### Budgets

### Buildings

### Buildings and Properties

### Classification of Positions

### Co-operation and Liaison

### Employment and Staffing

### Equipment and Supplies

### Finance

### Furniture and Furnishings

### Human Resources

### Lands

### Occupational Health, Safety and Welfare

### Office Appliances

### Official Languages

### Pensions and Insurance

### Personnel

### Procurement

### Salaries and Wages

### Staff Relations

### Training and Development

### Utilities

### Vehicles

## Personal Information Banks

### ◆ ADM, Corporate Services

#### Harbour Managers

**Description:** Information on Harbour Managers, who may also be designated as Enforcement Officers, appointed by the Minister in accordance with the Fishing and Recreational Harbours Act, namely: name, address, identification number, badge number, date of appointment (and cancellation) and remuneration. They provide on-site management, collect revenue and enforce the Act and Regulations. **Class of Individuals:** Harbour Managers. **Purpose:** Active and historic information from this bank is required for administration purposes. **Consistent Uses:** The information is used for audit purposes and occasionally for Court action, resulting from clients disobeying directions or not paying for berthing or other services. **Retention and Disposal Standards:** The retention and disposal information in this bank is to be determined with departmental records management and the National Archives of Canada. **TBS Registration:** 003624 **Bank Number:** DFO PPU 070

#### Manuscript Reviews

**Description:** A list of qualified referees (specialists in a variety of disciplines along with records of the receipt, review and appraisal of manuscripts selected for publication or rejected. **Class of Individuals:** A list of qualified referees (specialists in a variety of disciplines). **Purpose:** To record receipt, review and appraisal of manuscripts selected for publication or rejection, and



to maintain a list of qualified referees. **Retention and Disposal Standards:** Six years after publication (or non-publication), transfer to Historical Records Section of National Archives of Canada for selective retention. **PAC Number:** 86/001 **TBS Registration:** 003613 **Bank Number:** DFO PPU 020

### Real Property Records

**Description:** This bank contains leases, licences and agreements issued in accordance with the Fishing and Recreational Harbours Act and Regulations, for the occupancy and use of harbour property. Names, addresses, telephone numbers, description of property, length of term, rental and other considerations are included. Also contained in this bank are legal title documents covering federal ownership of property. **Class of Individuals:** The information contained in this bank relates to governments, Harbour Authorities, commercial entities and private individuals. **Purpose:** The information in the bank is used for administrative purposes, to ensure controlled use of harbour property, accounting records and audit purposes. **Retention and Disposal Standards:** Records are retained in accordance with departmental records management and the National Archives of Canada. **TBS Registration:** 003630 **Bank Number:** DFO PPU 065

## ♦ ADM, Fisheries Management

### Commercial Fishing Licence Databases

**Description:** The bank contains an alphabetical listing of Atlantic and Pacific licensed commercial fishermen along with fishing vessel profiles. Key data elements are name, address, homeport, fishing category (full-time or part-time), fees paid, vessel name, vessel specifications, species licence entitlements, individual quotas, actual catch figures and DFO identification number, as well as a listing of all purchasers of fishing net labels and replacement labels. **Class of Individuals:** Commercial fishermen. **Purpose:** To develop fishing plans, to assess fish stocks, to assist DFO in the issuance of fishing net labels and replacement labels, to provide for vessel safety inspections and provide a database of information in cases of emergency. **Consistent Uses:** This bank may be used as a source of information for other banks such as Surveys (DFO PPU 075). For the purposes of enforcement and conducting investigations in accordance with Canadian fisheries legislation, data DFO Violations (DFO PPU 060) is linked with this bank. Data from this bank is also shared with various provincial departments under section 8(2)(f) of the Privacy Act, for the purposes of administering a law or conducting a legal investigation and may also be shared with approved local fishing organizations in specific provinces in order to assist DFO in the issuance of fishing net labels and replacement labels. The data in this bank is also shared with the Department of National Defence for its National Search and Rescue (SAR) Management System (DND PPU 550). Vessel specific personal

information may be shared with other agencies in SAR situations. **Retention and Disposal Standards:** The records in this databank are of historical significance and will be retained indefinitely. **TBS Registration:** 003621 **Bank Number:** DFO PPU 010

### DFO Violations

**Description:** The bank contains enforcement data on individuals/companies, including detailed information on offences committed under Canadian fisheries legislation. **Class of Individuals:** Individuals, with or without a fisherman's licence, and companies. **Purpose:** Activities surrounding enforcement and conduct of investigations in accordance with Canadian fisheries legislation. **Consistent Uses:** To compile various statistics to determine compliance and surveillance levels, to have an historical database to help identify problem areas for planning purposes. Data is also linked with Catch and Effort (DFO PPU 055) and Commercial Fishery Licence Databases (DFO PPU 010). **Retention and Disposal Standards:** The length of retention is to be established with Departmental Records Manager and National Archives of Canada. **TBS Registration:** 003620 **Bank Number:** DFO PPU 060

### Fisheries Improvement Loan Program

**Description:** The bank contains individual loan files on borrowers with defaulted outstanding loans that have been guaranteed under the Program. **Class of Individuals:** Information relates to fishermen with loans guaranteed under the Fisheries Improvement Loans Program. **Purpose:** The purpose of the bank is to administer the Fisheries Improvement Loans Program and to safeguard the interest of the Crown by collecting outstanding debts. **Retention and Disposal Standards:** Undetermined. **TBS Registration:** 003617 **Bank Number:** DFO PPU 035

### Fishing Licence Appeal Boards

**Description:** Information on Canadian fishers appealing Departmental decisions respecting the issue, reissue and transfer of fishing licences along with decisions respecting fishers' categorisation and registration of vessels (Atlantic and Pacific). **Class of Individuals:** Canadian Fishermen. **Purpose:** Process appeals sought by fishers through the appropriate licence appeal board. **Retention and Disposal Standards:** Undetermined. **TBS Registration:** 003618 **Bank Number:** DFO PPU 090

## ♦ ADM, Marine Services/Commissioner, Canadian Coast Guard

### Boating Safety Infoline Database

**Description:** This bank contains the name and address of clients using the Coast Guard toll free boating information service. **Class of Individuals:** The Safe Boating Info clients are calling from all areas of the



country and are part of the general public and the recreational boating community such as boaters, manufacturers, boating safety course provider.

**Purpose:** Clients request information on interpreting regulations and order safe boating materials. Client name, address and telephone and fax numbers are recorded to facilitate the return of calls and the distribution of boating safety materials and information.

**Consistent Uses:** The information is used by Canadian Coast Guard Boating Safety Office only and records support statistical reports for the boating safety program. **Retention and Disposal Standards:**

Records are retained for 5 years in accordance with departmental records management and the National Archives of Canada. **TBS Registration:** 005016

**Bank Number:** DFO PPU 044

### Pleasure Craft Licences

**Description:** This bank contains the name and address of the license holder, length, depth and weight of recreational vessels up to 20 tons. **Class of Individuals:** Actual and previous owners of recreational vessels up to 20 gross tons. **Purpose:** The purpose of this bank is to issue licences to and provide identification of owners of recreational vessels under the requirements of the Small Vessel Regulations. Licenses are issued by the Canada Customs and Revenue Agency. The information may be used by federal, provincial and municipal agencies in the conduct of lawful investigations and for the purpose of Search and Rescue. **Consistent Uses:** This bank is also used by officers of federal/provincial departments for enforcing various statutes and regulations and the issue of special licences or permits; police authorities for enforcing safety regulations and identifying stolen and missing property; operators of canals, locks, marinas and port authorities for collecting fees and regulating traffic; proper authorities who submit a copy of a subpoena, warrant or court order; U.S. authorized enforcement agencies conducting investigations. Information held in the bank may be divulged to provincial tax authorities in accordance with federal-provincial agreements.

**Retention and Disposal Standards:** Records retained indefinitely. **Bank Number:** DFO PPU 042

### Pleasure Craft Plates

**Description:** This bank contains the name and address of plate holders. **Class of Individuals:** General public and Canadian and U.S. vessel manufacturers and their identification codes. **Purpose:** The purpose of this bank is to issue capacity and conformity plates to pleasure craft owners and Canadian and U.S. pleasure craft manufacturers. **Consistent Uses:** The information is presently used by Canadian Coast Guard Boating Safety Office only. **Retention and Disposal Standards:** Records are kept for 50 years. **TBS Registration:** 005015 **Bank Number:** DFO PPU 041

### Record of Canadian Coast Guard Command Certificates

**Description:** This information forms a register of the Command Certificates of Competency issued by the Canadian Coast Guard. It is maintained under the authority of Canadian Coast Guard Fleet Order No. 530. The register contains names, social insurance numbers, birth dates, date and place of examination, date of issue and certificate numbers. **Class of Individuals:** Personnel who have obtained the qualification, generally middle to senior navigation officers or commanding officers. **Purpose:** The bank is a record of the number of Command Certificates issued to date and to whom they have been issued. **Retention and Disposal Standards:** Files are transferred to the National Archives of Canada after 50 years. **PAC Number:** 77-018 **Related to PR#:** DOT MSS 200 **TBS Registration:** 001052 **Bank Number:** DFO PPU 115

### Record of Canadian Coast Guard Watchkeeping Certificates and Operations Endorsement

**Description:** This information forms a register of the Coast Guard Watchkeeping Certificates of Competency and Operations Endorsements issued by the Canadian Coast Guard. It is maintained under the authority of Canadian Coast Guard fleet Order No. 530. The register contains names, social insurance numbers, birth dates, date and place of examination, date of issue and certificate numbers. **Class of Individuals:** Personnel who have acquired the necessary sea service and have subsequently successfully passed examinations. **Purpose:** The bank is a record of the number of certificates issued to date and to whom they have been issued. **Retention and Disposal Standards:** Files are transferred to the National Archives of Canada after 50 years. **PAC Number:** 77-018 **Related to PR#:** DOT MSS 200 **TBS Registration:** 001051 **Bank Number:** DFO PPU 120

### ♦ ADM, Policy

#### Statistics Program

**Description:** The Department collects commercial fishing "Catch and Effort Data" from commercial fish buyers and vessel skippers and the Dockside Monitoring Program (DMP). The information identifies, but is not limited to, individual vessel and commercial buyers, species weight and quality, information on amount paid (except for DMP data), areas of catch and fishing effort where applicable, on a trip by trip basis (from log books). The statistics system is decentralized, operating from regional offices. National statistics are developed in Ottawa using regional contributions. **Class of Individuals:** Commercial fish buyers, vessel owners/skippers, DMP Companies. **Purpose:** Stock assessment and quota monitoring purposes, international fisheries agreements, economic and statistical analysis, policy development and analysis. **Consistent Uses:** In support of enforcement and the

conduct of investigations in accordance with Canadian fisheries legislation, data is linked with the Commercial Fishing Licence Databases (DFO PPU 010) and DFO Violations (DFO PPU 060). Used for annual reporting on Canadian fisheries data to NAFO, OECD and FAO. Also used for economic analyses and program evaluations of various segments of the fisheries and for fisheries management purposes as authorised by the Fisheries Act and other related acts of Parliament. Some personal information maintained in the bank is shared with the Nova Scotia Department of Fisheries with the written consent for disclosure from the individual to whom the information relates. In all the above areas, data are produced in reports containing no personal information. However, personal information is maintained in the bank. **Retention and Disposal Standards:** Information in this bank will be held indefinitely due to the historical value of the information. **TBS Registration:** 003622 **Bank Number:** DFO PPU 055

### Surveys

**Description:** From time to time, surveys are carried out by the Department to obtain information. These surveys include: Commercial Fishing Registration and Licensing Data; Domestic Quota System; Permis-pêcheur-bateau; Commercial Fishing Licence Data; Tidal Water Sport Fishing Licence Data; Licensing; Foreign Licensing and Surveillance System Flash; Aquaculture Licence; Complaint Control System; Import Rejection; Plant Capacity Survey; Vessel Performance Studies; Angler Diary; National Survey of Recreational Fisheries; Coûts et revenus des entreprises de Pêche; Costs and Earning Survey of Commercial Fishermen; Survey of Pacific Costs and Earnings; Fisherman's Income Survey; Atlantic Canada Sport Catch Data. Other similar surveys may occur as the need arises. Information may be gathered through the Catch and Effort Data (DFO PPU 055) and Commercial Fishing Licence Database (DFO PPU 010) banks. Much of this data is published in a statistical format, with all personal identifiers removed. For example, Newfoundland region publishes annually its "Costs and Earnings" Survey. **Class of Individuals:** Information in this bank relates to clients of departmental fisheries programs and sports fishermen. **Purpose:** The information is compiled to provide the Department with the statistical or economic information it requires to manage its programs effectively. **Retention and Disposal Standards:** Information in this bank will be held indefinitely due to the historical value of the information. **TBS Registration:** 003626 **Bank Number:** DFO PPU 075

### Requests Made Under the Access to Information and Privacy Acts

**Description:** This bank contains request forms sent by individuals to the Department under the Access to Information Act and Privacy Act along with replies, all records related to processing, exemptions claimed,

intervention of third parties, complaints received and reports and recommendations of the Information or Privacy Commissioners. **Class of Individuals:** All applicants, under the Access to Information or Privacy Acts, for information controlled by the Department of Fisheries and Oceans. **Purpose:** The purpose of this bank is to store information about requests made under the Access to Information Act or Privacy Act. **Consistent Uses:** Compiling statistics relating to the administration of the Acts. **Retention and Disposal Standards:** Two years after last administrative action. (**Note:** This retention period has not yet been definitively established by National Archives of Canada.) **PAC Number:** 86-001 **TBS Registration:** 001740 **Bank Number:** DFO PPU 080

### Personal Information Disclosed to Federal Investigative Bodies

**Description:** In accordance with subsection 8(4) of the Privacy Act and pursuant to paragraph 8(2)(e), this bank is comprised of copies of requests received from authorized federal investigative bodies along with all records relating to the processing of those requests. **Class of Individuals:** Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act from federal investigative bodies for the purpose of enforcing a law of Canada or a province or carrying out a lawful investigation. **Purpose:** The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the Privacy Act. **Consistent Uses:** Compiling statistics relating to requests from federal investigative bodies. **Retention and Disposal Standards:** Two years after last administrative action. **PAC Number:** 86-001 **TBS Registration:** 001741 **Bank Number:** DFO PPU 085

## ◆ ADM, Science

### Fish Health Officials

**Description:** The bank contains applications for recognition as Fish Health Officials under the Fish Health Protection Regulations and lists of recognised Fish Health Officials, with specimen signatures. **Class of Individuals:** Applicants include federal and provincial government employees as well as persons in the private sector in Canada, and from other countries. The bank relates to professionals with specific education and experience in fish disease diagnostics. **Purpose:** By comparison with specimen signatures, to verify authenticity of Fish Health Certificates that are required before import permits can be issued for importation or transfer between provinces of cultured Salmonid fish. **Consistent Uses:** Basis for decision to accept or reject applicants requesting recognition as Fish Health Officials along with a record of qualified individuals. **Retention and Disposal Standards:** Personal files of Fish Health Officials (FHO's) and master copies of lists



of FHO's will be held in a central registry in the Fisheries and Oceans Science Directorate. FHO files will be destroyed five years after cancellation as an FHO. **TBS Registration:** 003615 **Bank Number:** DFO PPU 040

### Requests for Oceanographic Data

**Description:** This bank contains data concerning requests for services and information. **Class of Individuals:** Information relates to government departments, universities, consultants, general public, construction firms, publishing houses and regional offices. **Purpose:** The bank is used as a measure of services to the public, to evaluate the type of service required by users, and to trace requests when necessary. **Retention and Disposal Standards:** Request forms destroyed after two years; summary statistics undetermined. **TBS Registration:** 003627 **Bank Number:** DFO PPU 045

### ♦ ADM, Oceans

#### Minister's Advisory Council on Oceans (MACO)

**Description:** A list of individuals submitted for nomination consideration to the Minister's Advisory Council on Oceans (MACO). Information includes: personal and organizational contact information, past work experiences, awards and recognition, memberships, key achievements related to oceans, areas of expertise related to oceans, references, etc. **Class of Individuals:** All those with an interest in oceans, including fish harvesters, academia, Aboriginal and Inuit, coastal community members and individuals working within the tourism, oil and gas, marine minerals, and environmental protection and management organizations. **Purpose:** Information required to assess individuals for their suitability for the Minister's Advisory Council on Oceans (MACO). **Retention and Disposal Standards:** One Year after the first term of the Council (September 2003 is the end of the first term). **Bank Number:** DFO PPU 130

### Manuals

- A practical Guide to the Fisheries Act
- Arctic Marine Emergency Plan
- Boating Safety Course Standards
- Calendar of Courses – Sydney
- Canadian Aids to Navigation System
- Canadian Coast Guard Fleet Orders (CGFOs)
- Canadian Shellfish Sanitation Program – Manual of Operations
- Careers – Canadian Coast Guard
- Cartographic Standing Orders
- CCG Careers: Engineering Technician, Electronics Technician, Marine Traffic Regulator, Professional Engineer, Radio Operator
- CCG Ships Crew Officers Training Program – Documentation
- CCG Ships Crew Officers Training Program – Practical Training Manual
- CEEA Guide: Applying the Canadian Environmental Assessment Act for the Fish Habitat Management Program (Draft, August 2000)
- Chemical Methods
- Coast Guard Fleet Logistics Standards
- Competency Standard for Ships' Crew
- Conservation and Protection Administration
- Conservation and Protection Operations
- Construction Standards for Small Vessels
- Decision Framework for the Determination and Authorization of Harmful Alteration, Disruption or Destruction of Fish Habitat (1998)
- DFO 5693 Ships of Canadian Coast Guard
- DFO Underwater Video Site Survey Guidelines
- Directive on the Issuance of Subsection 35(2) Authorizations – CEEA (May 25, 1995)
- Diving and Shipwrecks
- The Dock Primer – A cottager's guide to waterfront-friendly docks
- Dynamically Supported Craft Training Program Manual
- Employees Guide on Work Force Adjustment
- Facilities Inspection
- Finance and Materiel Management Manual
- Fish Habitat Conservation and Protection: Guidelines for Attaining No Net Loss [National]
- Fish Habitat Protection Guidelines: Irrigation Developments
- Fish Habitat Protection Guidelines: Overhead Powerlines
- Fish Habitat Protection Guidelines: Sand and Gravel Pits
- Fish Health Protection Regulations – Manual of Compliance
- Fish Products Inspection Manual – Policy and Procedures
- Fish Products Standards and Methods
- Fishery Officer's Guide for Habitat Management and Protection
- Fishing and Recreational Harbours Administrative Instructions
- Fleet Contingency Plan – Fleet Bulletins
- Fleet Safety Manual
- Foreign Observer Program Operations Manual
- Forms Management Manual



- Freshwater Intake End-of-Pipe Fish Screen Guidelines
- Good Manufacturing Practices (GMP) – Crab Processing
- Good Manufacturing Practices (GMP) – Lobster Processing
- Good Manufacturing Practices (GMP) – Shrimp Processing
- Guide for Diving Safety
- Guide to Helicopter/Ship Operations
- Guide to ISM Code
- Guidelines for the Protection of Fish and Fish Habitat: The Placement and Design of Large Culverts
- Guidelines for the Use of Explosives In or Near Canadian Waters [National]
- Habitat Conservation and Protection Guidelines (1998, Second Edition)
- Harbour Managers Manual
- Healthy Lifestyle Recipes
- Helicopter Maintenance Engineer Shipboard Manual (TP- 4986)
- Hydrographic Tidal Manual
- Ice Navigation in Canadian Waters
- Index to Notices to Mariners (annual)
- Information Management Manual – Vol 1 – Policy
- Information Management Manual – Vol 2 – Standards and Procedures
- Inspection Memoranda of Understanding and Agreement
- International Code of Signals
- Joint Canada/US Marine Pollution Contingency Plan
- Laboratory Manual for Chemistry
- Laboratory Safety
- List of Lights, Buoys and Fog Signals (4 Vol: Atlantic, Newfoundland, Inland, Pacific)
- List of Wrecked Vessels
- Local Authorities Guide to Boating Restriction Regulations (full and condensed versions)
- Marine Forecast Reports
- Marine Protected Areas Policy
- Marine Protected Areas – A Strategy for Canada's Pacific Coast
- MCTS Standards Manual – DFO 5608
- Metal Can Defects Manual
- National Marine Emergency Plan
- National Framework for Establishing and Managing Marine Protected Areas
- National Search and Rescue Manual
- National Training Plan: Coast Guard Emergencies
- Navigable Waters Application Guide
- New Canadian Buoyage System
- Notices to Mariners (annual) – (TP-0390)
- Notices to Mariners (monthly) – (TP-0136)
- Observer Program Training Manual – Newfoundland Region
- Observers' Field Manual Domestic/Foreign Fishing Vessels
- Occupational Health and Safety Manual
- Occupational Health and Safety Manual – Pacific Region
- Officer Cadet Sea Training Manual – Engineering
- Officer Cadet Sea Training Manual – Navigation
- Owners' Guide to Private Aids to Navigation
- Pacific General Ships' Orders
- Personnel – Policy and Procedures
- PISCES IV Standard Operations Procedures
- Policy for the Management of Fish Habitat (1986)
- Procedures Manual for Design and Review of Marine Short-Range Aids to Navigation
- Radio Aids to Marine Navigation
- Records Management Manual
- Rental Boat Safety Checklist Standard
- Road Maintenance Activities and the Fisheries Act: a Guidance Document to Avoiding Conflict
- Safe Boating Guide
- Safety Bulletins
- Security Manual
- Service Standards, Canadian Hydrographic Service
- Ship's Crew On-The-Job Training Manual
- Ship's Environmental Manual – DFO 5326
- Shipboard Helicopter Information & Procedures Manual
- The Shore Primer – A cottager's guide to a healthy waterfront
- Staff Relations Guide for Commanding Officers
- Standard Marine Navigational Vocabulary
- Standard Procedures for Bacteriological Analysis
- Summary of (T) and (P) Notices to Mariners (annual)
- Survey Standing Orders
- Users Guide – Marine Environmental Data Service
- Vessel Traffic Services Zones Regulatory Specifications – DFO 5765
- Watercourse Crossings, Second Edition

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its functions may be directed to:

Head Office  
Communications Directorate  
Ottawa, Ontario  
K1A 0E6

Tel.: (613) 993-0999  
Fax: (613) 990-1866

TDD — General Enquiries  
Tel.: (613) 941-6517 (D)

DFO Web Address: [www.ncr.dfo.ca](http://www.ncr.dfo.ca)  
CCG Web Address: [www.ccg-gcc.gc.ca](http://www.ccg-gcc.gc.ca)  
CHS Web Address: [www.chshq.dfo.ca](http://www.chshq.dfo.ca)  
MEDS Web Address: [www.meds.dfo.ca](http://www.meds.dfo.ca)  
ICOIN Web Address: [web.meds.dfo.ca](http://web.meds.dfo.ca)

OCEANS Web Address: [www.oceansconservation.com](http://www.oceansconservation.com)  
and [www.oceanscanada.com](http://www.oceanscanada.com)

### Central and Arctic Region

501 University Crescent  
Winnipeg, Manitoba  
R3T 2N6

Tel.: (204) 983-5000  
Fax: (204) 984-2401

Web address for Central and Arctic Region:  
<http://www.dfo-mpo.gc.ca/regions/central/ca.e.htm>

Web address for the Canada Centre for Inland Waters:  
[www.cciw.ca](http://www.cciw.ca)

Web address for Central and Arctic Region Science:  
<http://www.dfo-mpo.gc.ca/regions/central/Sciences/ResFac.htm>

Web address for Central and Arctic Region  
Hydrography: <http://chswwww.bur.dfo.ca/dfo/chs/chs-home.html>

Web address for Central & Arctic Region Coast Guard:  
<http://www.ccg-gcc.ca/cen-arc/main.html>

Web address for the Coast Guard Auxiliary:  
<http://www.ssimicro.com-coastguard/>

### Laurentian Region

104 Dalhousie Street  
Quebec, Quebec  
G1K 7Y7

Tel.: (418) 648-4158  
Fax: (418) 648-4758

Web address for Laurentian: [www.qc.dfo.ca](http://www.qc.dfo.ca)

### Maritimes Region

P. O. Box 1035  
176 Portland Street  
Dartmouth, Nova Scotia  
B2Y 4T3

Tel.: (902) 426-2581  
Fax: (902) 426-3479

Web address for Maritimes:  
<http://www.mar.dfo-mpo.gc.ca>

Web address for Maritimes CCG:  
[www.mar.dfo-mpo.gc.ca/cg/ops/index.htm](http://www.mar.dfo-mpo.gc.ca/cg/ops/index.htm)  
Web address for St. Andrews Biological Station:  
[www.maritimes.dfo.ca/st\\_andrews](http://www.maritimes.dfo.ca/st_andrews)  
Web address for CCG College: [www.cgc.ns.ca](http://www.cgc.ns.ca)  
Web address for Bedford Institute, Habitat Ecology:  
[hed.bio.dfo.ca](http://hed.bio.dfo.ca)  
Web address for Bedford Institute, Coastal  
Oceanography: <http://142.2.2.178>  
Web address for CHS, Atlantic: [indfs1.bio.ns.ca](http://indfs1.bio.ns.ca)

### Gulf Fisheries Management Region

P.O. Box 5030  
343 University Avenue  
Moncton, New Brunswick  
E1C 9B6

Tel.: (506) 851-7747  
Fax: (506) 851-2435

Web address for Gulf Fisheries: [www.gfc.dfo.ca](http://www.gfc.dfo.ca)

### Newfoundland Region

P. O. Box 5667  
St. John's, Newfoundland  
A1C 5X1

Tel.: (709) 772-4423  
Fax: (709) 772-2156

## Pacific Region

555 West Hastings Street  
Vancouver, British Columbia  
V6B 5G3

Tel.: (604) 666-3545  
Fax: (604) 666-3450

Pacific Region Web address:  
[www.pac.dfo-mpo.gc.ca](http://www.pac.dfo-mpo.gc.ca)  
Pacific Communications Web address:  
[www.pac.dfo.ca/comm](http://www.pac.dfo.ca/comm)  
Institute of Ocean Sciences Web address (historic site):  
[www.ios.bc.ca](http://www.ios.bc.ca)

Institute of Ocean Sciences Web address (new site):  
[www.pac.dfo-mpo.gc.ca/sci/pages/ios.htm](http://www.pac.dfo-mpo.gc.ca/sci/pages/ios.htm)

CHS, Pacific Web address:  
[www.pac.dfo-mpo.gc.ca/sci/pages/chs.htm](http://www.pac.dfo-mpo.gc.ca/sci/pages/chs.htm)

CCG, Pacific Web address:  
[www.pacific.ccg-gcc.gc.ca/Epages/home/home.htm](http://www.pacific.ccg-gcc.gc.ca/Epages/home/home.htm)

Conservation and Protection Web address:  
[www.pac.dfo-mpo.ca/ops/cp](http://www.pac.dfo-mpo.ca/ops/cp)

Fisheries Management Web address:  
[www.pac.dfo-mpo.gc.ca/ops/fm](http://www.pac.dfo-mpo.gc.ca/ops/fm)

Acoustical Oceanography Research Group Web  
address: [pinger.ios.bc.ca](http://pinger.ios.bc.ca)  
Habitat and Enhancement Web address:  
[www.pac.dfo.ca/heb](http://www.pac.dfo.ca/heb)

Oceans Program Web address:  
[www.pac.dfo-mpo.gc.ca/oceans](http://www.pac.dfo-mpo.gc.ca/oceans)

Science Branch Web address:  
[www.pac.dfo-mpo.gc.ca/sci](http://www.pac.dfo-mpo.gc.ca/sci)  
Pacific Biological Station Web address:  
[www.pac.dfo-mpo.gc.ca/sci/pbs](http://www.pac.dfo-mpo.gc.ca/sci/pbs)

## Reading Room

The Department's libraries have been designated under the Access to Information Act as reading rooms. They are the main repository for publications, reports and studies pertinent to the management of the fisheries and oceans of Canada. They are information resource centres where access forms are available and assistance can be obtained to ascertain if the information requested is already available in the public domain and does not require formal access procedures. The addresses of departmental regional libraries are:

## Central and Arctic Region

The Eric Marshall Aquatic Research Library  
Freshwater Institute  
501 University Crescent  
Winnipeg, Manitoba  
R3T 2N6

Tel.: (204) 983-5170  
Fax: (204) 984-4668

## Headquarters Region

Library Policy and Services  
200 Kent, 7<sup>th</sup> Floor  
Ottawa, Ontario  
K1A 0E6

Tel.: (613) 993-2950  
Fax: (613) 990-4901

## Laurentian Region

Maurice Lamontagne Institute Library  
850 Route de la Mer  
P. O. Box 1000  
Mont-Joli, Quebec  
G5H 3Z4

Tel.: (418) 775-0551  
Fax: (418) 775-0538

## Maritimes Region

Maritimes Region Library  
Bedford Institute of Oceanography  
P. O. Box 1006  
Dartmouth, Nova Scotia  
B2Y 4A2

Tel.: (902) 426-3683  
Fax: (902) 496-1544 or 426-7827

Coast Guard College Library  
P. O. Box 4500  
1190 Westmount Road  
Sydney, Nova Scotia  
V1P 6L1

Tel.: (902) 564-3660  
Fax: (902) 564-3672

Maritimes Region Biological Station Library  
Brandy Cove Road  
St. Andrews, New Brunswick  
E0G 2X0

Tel.: (506) 529-8854 ext. 5909  
Fax: (506) 529-5862



**Gulf Fisheries Management Region**

Gulf Fisheries Centre, Maritimes Region Library  
343 Archibald Street  
P. O. Box 5030  
Moncton, New Brunswick  
E1C 9B6

Tel.: (506) 851-6264

Fax: (506) 851-7732

**Newfoundland Region**

Regional Library  
Northwest Atlantic Fisheries Centre  
P. O. Box 5667  
St. John's, Newfoundland  
A1C 5X1

Tel.: (709) 772-2022

Fax: (709) 772-2575

**Pacific Region**

Pacific Biological Station Library  
Hammond Bay Road  
Nanaimo, British Columbia  
V9R 5K6

Tel.: (250) 756-7071

Fax: (250) 756-7053

Institute of Ocean Sciences Library  
9860 West Saanich Road  
P. O. Box 6000  
Sidney, British Columbia  
V8L 4B2

Tel.: (250) 363-6392

Fax: (250) 363-6749

Fisheries Management Regional Library  
300- 555 West Hastings Street, Room 430  
Vancouver, British Columbia  
V6B 5G3

Tel.: (604) 666-3851

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# Fraser River Port Authority

## Chapter 61



### Background

The Fraser River Port Authority was proclaimed May 1, 1999 pursuant to the Canada Marine Act, 1998. The Port Authority is a continuation of the Fraser River Harbour Commission which was established under the Harbour Commissions Act, 1965. Prior to 1965, the agency was known as the New Westminster Harbour Commissioners as created by federal legislation in May 1913.

The Fraser River is a major river transportation route in the Province of British Columbia with good harbour facilities available from Steveston (9 km from the mouth) to New Westminster (35 km from the mouth).

### Responsibilities

The Fraser River Port Authority, also referred to as Fraser Port, is responsible for administering the lower portion of the main arm of the Fraser River from Kanaka Creek (near Haney, BC) downstream to the mouth of Fraser River. In addition, Fraser Port's jurisdiction includes a small portion of the North Arm of the Fraser River, a portion of the Pitt River from Pitt Lake to the Pitt River's confluence with the Fraser River, and from the mouth of the Fraser River, south to Brunswick Point in Canoe Pass..

Fraser Port, as the lead agency, works in conjunction with the nine municipalities that border the Fraser River, and numerous local, Provincial and Federal agencies, to coordinate harbour operations and developments, as well as to maintain sustainability of the Fraser River and harbour facilities within the jurisdiction of the Port Authority.

### Legislation

- Canada Marine Act, S.C.1997-98, c.10

### Organization

The President and Chief Executive Officer of the Fraser River Port Authority is the Head of the Institution for the purposes of the Access to Information Act and the Privacy Act and exercises all the powers and responsibilities pertaining to this function under the Acts in question.

#### ♦ Corporate Development

Responsibilities of the department are to develop new business opportunities, market strategies and implementation plans; to review and maintain awareness of contracts, agreements, negotiations in progress, and geographic market segments; to maintain awareness of missions, objectives and key priorities of Fraser Port; to review and assess the overall strengths and weaknesses of the organization; to identify key issues and external events which are of significance to Fraser Port; and to develop awareness of opportunities for market development and expansion for all divisions.

#### ♦ Finance and Administration

Responsibilities of the department are to develop corporate policies, standards and programmes related to organizational structure and processes; to review and develop information and data processing requirements and systems; to review and develop human resources, resource planning, career planning and succession policies; to review and develop purchasing policies, procedures and controls; and to review, plan, and develop financial standards, policies, procedures and controls.

#### ♦ Operations

Responsibilities of the department are to review and maintain awareness of environmental and land maintenance issues; to review and develop awareness of vessel programs; to develop channel strategy policies; and to administer environmental matters relating to leasing, permitting, and licensing of tenants and activities along the Crown portions of the Fraser River.

#### ♦ Property Development

Responsibilities of the department are to review and maintain awareness of land development opportunities; to administer capital projects; to review and address property issues; to resolve administrative processing inconsistencies; and to administer the leasing, permitting, and licensing of tenants and activities along the Crown portions of the Fraser River.

#### ♦ Public Affairs

Responsibilities of the department are to coordinate preparation and distribution of the Annual report; to answer external requests for information at the Corporate level; to coordinate printing and distribution of Corporate Information brochures; and to coordinate advertising and publicizing the Fraser River Port Authority.

## Information Holdings

### Program Records

#### Property

**Description:** Information relating to the acquisition, disposal, exchange, leasing, and development of water-front and waterlot areas within the jurisdiction of Fraser Port. **Topics:** Agreements for development and/or service of real estate including habitat preservation; the acquisition or exchange of properties to facilitate harbour access and port business; the leasing and/or permitting of tenants along Fraser River; and the development of physical assets including buildings and service infrastructures such as roads and sewers. **Program Record Number:** FRPA PRO 700

#### Operations

**Description:** Information relating to the general operations of Fraser Port including environmental audits, management plans and committees, dredging activities, maintenance of harbour structures, navigation on the river, and safety and security of docks. **Topics:** Environmental audits of lease areas; monitoring events such as regattas; marine incidents; maintenance engineering of docks, dock equipment and infrastructures such as bridges and roads; maintenance dredging; navigation soundings; safety programs; and operation statistics. **Program Record Number:** FRPA OPS 000

### Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

#### Accounts and Accounting

#### Administration and Management Services

#### Audits

#### Budgets

#### Employment and Staffing

#### Finance

#### Human Resources

#### Procurement

#### Salaries and Wages

#### Training and Development

### Personal Information Banks

#### Access Request Data Bank

**Description:** This bank contains information on requests from individuals and organizations seeking information under the Access to Information Act and the Privacy Act. **Class of Individuals:** General public. **Purpose:** Information in this bank is used to process Access Requests and to report on the administration of

the Access to Information and Privacy acts. **Retention and Disposal Standards:** Records are retained for two years. **TBS Registration:** 004300 **Bank Number:** FRPA PPU 005

#### Accounts Payable Files

**Description:** This bank contains the names and addresses of firms and individuals who have provided services or products, details of the amounts paid and any supporting documentation to substantiate the account. Access to this bank will require a name, address and the date of the account. Original accounts payable vouchers, together with supporting documentation, are maintained in hard copy and are filed by date of payment. **Class of Individuals:** Individuals and companies providing services or products. **Purpose:** The purpose of this bank is to maintain information on the payment of accounts to individuals or companies for services or products provided to Fraser Port. **Retention and Disposal Standards:** The retention period is seven years for original accounts payable vouchers, together with supporting documentation. **TBS Registration:** 004301 **Bank Number:** FRPA PPU 010

#### Accounts Receivable Files

**Description:** This bank contains the names and addresses of firms and individuals, details of the amount owing and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. Access to this bank will require a name and address. **Class of Individuals:** Individuals and companies owing services or supplies to Fraser Port. **Purpose:** The purpose of this bank is to maintain information on monies owing to Fraser Port. **Retention and Disposal Standards:** The retention period is seven years. **TBS Registration:** 004302 **Bank Number:** FRPA PPU 015

#### Property Database

**Description:** This bank contains a property inventory with vital information including street addresses, legal descriptions, and land title registrations. In addition, the bank contains references to all agreements, leases, licenses, and permits for all properties used and owned by Fraser Port. Manual files exist to maintain hard copy documentation. Access to this bank will require a name and address as well as prior written approval for any third-party requests. **Class of Individuals:** General public. **Purpose:** The purpose of this bank is to maintain information on all property related transactions; to compile leases, licenses, permits, and environmental audits; to compile financial billings/receipts directly related to leases, licenses, and permits; and to track renewals. **Consistent Uses:** The information in this bank is used to document the decision process in property matters. **Retention and Disposal Standards:** The retention period is permanent. **TBS Registration:** 004303 **Bank Number:** FRPA PPU 020



## Classes of Personal Information

In the course of conducting the programs and activities of Fraser Port, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information includes expressions of public support, offers of services, and complaints. This information is stored as part of the general subject files where records are not normally retrieved by name of the individual or other personal identifiers.

Personal information is normally retrievable only if specifics are provided concerning the subject matter, the related program activity, and the approximate date on which the information would have been received by Fraser Port. The retention periods for these classes of personal information are controlled by the Records Retention Schedules for the general subject files in which they are stored.

## Manuals

- Corporate Policies and Procedures Manual
- Internal Operations Policies and Procedures Manual
- Emergency Procedures Manual
- Records Management Manual

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Fraser River Port Authority and its various programmes and functions may be directed to:

Public Relations  
Fraser River Port Authority  
500 – 713 Columbia Street  
New Westminster, British Columbia  
V3M 1B2

Tel: (604) 524-6655  
Fax: (604) 524-1127  
E-mail: [fraserport@frpa.com](mailto:fraserport@frpa.com)  
Web Site: [www.fraserportauthority.com](http://www.fraserportauthority.com)

## Reading Room

Under the Access to Information Act, the Fraser River Port Authority has designated an area on the premises as the public reading room. The address is:

5<sup>th</sup> Floor  
Fraser River Port Authority  
500 – 713 Columbia Street  
New Westminster, British Columbia  
V3M 1B2

# Freshwater Fish Marketing Corporation

## Chapter 62

### General Information

#### Background

The Freshwater Fish Marketing Corporation (FFMC) was established in 1969 under the authority of the Freshwater Fish Marketing Act. The Act gives the FFMC the exclusive right to interprovincial and export trade in designated products of the freshwater fisheries supplied from the three Prairie Provinces, the Northwest Territories, and part of northern Ontario. The FFMC is a federal crown corporation listed under Schedule III, Part I of the Financial Administration Act.

#### Responsibilities

The objectives of the Corporation are: to market fish in an orderly manner; to increase returns to fishermen; and to promote markets and export trade in fish.

The Act requires the FFMC to purchase all legally caught fish offered for sale by licensed fishermen, subject to price and terms and conditions of purchase (including quality provisions). It must conduct its operations on a self-sustaining financial basis without appropriations by Parliament.

#### Legislation

- Freshwater Fish Marketing Act (1969)

#### Organization

The FFMC is managed by an eleven member board of directors composed of a Chairman, a President, one director for each participating province/Territories and four other directors. The Chairman and the President are appointed by the Governor-in-Council. The remaining directors are appointed by the Minister of Fisheries and Oceans with the approval of the Governor-in-Council. Directors from a participating province are appointed on the recommendation of the Lieutenant Governor in Council of the participating province. The board of directors is supported and advised by an Advisory Committee composed of fifteen members appointed by the Governor-in-Council.

### Information Holdings

#### Program Records

##### Fishing Statistics

**Description:** Case files on fish species; fish grade; catch value (weight). **Program Record Number:** FWF FIS 005

#### Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

##### Accounts and Accounting

##### Acts and Legislation

##### Administration

##### Administration and Management Services

##### Audits

##### Budgets

##### Buildings

##### Buildings and Properties

##### Classification of Positions

##### Co-operation and Liaison

##### Employment and Staffing

##### Equipment and Supplies

##### Finance

##### Furniture and Furnishings

##### Human Resources

##### Lands

##### Occupational Health, Safety and Welfare

##### Office Appliances

##### Official Languages

##### Pensions and Insurance

##### Personnel

##### Procurement

##### Salaries and Wages

##### Staff Relations

##### Training and Development

##### Utilities

##### Vehicles

## Personal Information Banks

### Fishermen's Records

**Description:** This bank contains data on purchases of fish made by the Corporation from fishermen in the areas it serves. The data include the quantity and monetary values of fish purchased from each fisherman. **Class of Individuals:** Fishermen from whom the Corporation has purchased fish. **Purpose:** This information is used for administrative and statistical purposes and as a basis for distribution of additional payments to fishermen as part of the Corporation's responsibilities. **Retention and Disposal Standards:** Information is retained for seven years and is then destroyed. **Related to PR#:** FWF FWF 005 **TBS Registration:** 002566 **Bank Number:** FWF PPU 005

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Corporation may be directed to:

Freshwater Fish Marketing Corporation  
1199 Plessis Road  
Winnipeg, Manitoba  
R2C 3L4

Tel.: (204) 983-6600

## Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

1199 Plessis Road  
Winnipeg, Manitoba



# Great Lakes Pilotage Authority Canada

## Chapter 63

### General Information

#### Background

As a result of recommendations made by a Royal Commission on Pilotage in Canada, the Pilotage Act was assented to by Her Majesty and the Governor-in-Council and proclaimed in force February 1, 1972.

The Pilotage Act created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities – Atlantic, Laurentian, Great Lakes and Pacific – are Crown corporations, responsible to Parliament through the Minister of Transport.

The Great Lakes Pilotage Authority, Ltd. was established in February 1972 pursuant to the Pilotage Act, incorporated as a limited company in May 1972, and was continued under the Canada Business Corporations Act. Until October 1st, 1998, it operated under the name of Great Lakes Pilotage Authority, Ltd. Pursuant to the Marine Act, which received Royal Assent on June 11 1998, the name of the Authority was changed to Great Lakes Pilotage Authority and the Authority is deemed to have been established under subsection 3(1) of the Pilotage Act. The Authority is a Crown corporation listed in Schedule III, Part I of the Financial Administration Act. On October 1st, 1998, the Authority ceased to be a subsidiary of the St. Lawrence Seaway Authority and has initiated a process to surrender its charter under the Canada Business Corporations Act.

#### Responsibilities

The role and objectives of the Authority are to establish, operate, maintain and administer, in the interest of safety, an efficient and economical pilotage service within its geographical boundaries; all waters in the Province of Quebec south of the northern entrance to St. Lambert Lock and all Canadian waters in and around the provinces of Ontario and Manitoba. Pilotage in the international waters within the boundaries is shared with United States of America Pilot Corporations, which are under the direction of the United States Coast Guard, as agreed under a memorandum of arrangements between Canada and the United States. The Authority prescribes tariffs of pilotage charges that are to be fair, reasonable and consistent with providing revenues sufficient to permit the Authority to operate on a self-sustaining financial basis.

### Legislation

- Authority By-Laws
- Canada Shipping Act, RSC, 1985, c. S-9
- General Pilotage Regulations
- Great Lakes Pilotage Regulations
- Memorandum of Arrangements between the Minister of Transport, Canada and the Secretary of Transportation, U.S.A.
- Pilotage Act, RSC, 1985, c. P-14

### Organization

The Great Lakes Pilotage Authority consists of a part-time Chairman and six members appointed by the Governor in Council with a full time Chief Executive Officer appointed by the Board of Directors. The Authority's head office is located in Cornwall, Ontario. The Eastern District operations office is located at headquarters and the Western District operations office in St. Catharines, Ontario. All management, administrative, personnel, financial contracts and purchasing services are provided by the Cornwall office. The Authority is a Crown corporation, responsible to Parliament through the Minister of Transport.

#### ♦ Administration Branch

This Branch provides administrative and financial services as required to operate within accepted corporate business procedures.

#### ♦ Operations Branch

This Branch provides pilotage service by assignment, and dispatches qualified pilots to ships navigating within the boundaries of the Great Lakes Pilotage Authority.

### Information Holdings

#### Program Records

##### Pilotage Services

**Description:** Information on provision of pilotage services within the Great Lakes region. **Topics:** Dispatching records; pilotage licences; tariff charges; assignments of pilots to vessels; collective agreements; international shipping affairs. **Program Record Number:** GLP OPE 005

## Tariffs

**Description:** Information on setting of tariffs for the provision of pilotage services; also conduct and results of negotiations on setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings. **Program Record Number:** GLP OPE 010

## Personal Information Banks

### Accounts Payable Files

**Description:** Files contain the names and addresses of firms and individuals, invoices for services rendered or products provided, detailing the amount owing and any supporting documentation to substantiate the account. Original accounts payable vouchers, together with supporting documentation, are maintained in hard copy and are filed by date of payment. Access to this bank will require a name, address and the date of the account. **Class of Individuals:** Individuals, firms, employees. **Purpose:** The purpose of this bank is to maintain information on the payment of accounts to firms or individuals for services or products provided to the Authority. **Retention and Disposal Standards:** Original accounts payable vouchers, together with supporting documentation his seven years. **Related to PR#:** GLP OPE 005 **TBS Registration:** 004077 **Bank Number:** GLP PPU 020

### Accounts Receivable Files

**Description:** Files contain the names and addresses of firms and individuals, details of the amount owing and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. Access to this bank will require a name and address. **Class of Individuals:** Individuals and firms **Purpose:** The purpose of this bank is to maintain information on monies owing to the Authority. **Retention and Disposal Standards:** The retention period is six years. **Related to PR#:** GLP OPE 005 **TBS Registration:** 004076 **Bank Number:** GLP PPU 015

### Application for Employment File

**Description:** This bank contains completed application forms, letters and curricula vitae of persons interested in working for the Authority. Access to this bank will require a name, address and date of birth. **Class of Individuals:** Individuals seeking employment. **Purpose:** The purpose of this bank is to maintain a record of information relating to applications for employment received from the general public. **Consistent Uses:** To support decisions regarding the referral of candidates for staffing purposes. **Retention and Disposal Standards:** The retention period for this bank is two years. **Related to PR#:** GPL OPE 005 **TBS Registration:** 004078 **Bank Number:** GLP PPU 025

## Procurement

**Description:** Files contain a requisition describing the items to be purchased, quotations/tenders received, an analysis of the prices received, documentation leading up to the award of an order, delivery follow-up and correspondence on price escalation. Access to this bank will require purchase order number and the name and address of suppliers. **Class of Individuals:** Contracting firms **Purpose:** The purpose of this bank is to maintain information on quotations/tenders received and the award of orders for the purchase or supply of commodities, materials and equipment. **Consistent Uses:** The files may be used as research for future purchases. **Retention and Disposal Standards:** The retention period for purchase orders and supporting documents is five years. **Related to PR#:** GLP OPE 005 **TBS Registration:** 004075 **Bank Number:** GLP PPU 010

## Register of Pilots

**Description:** This bank contains information on physical characteristics, licences, certificates and pilots' accidents and incidents. Access to this bank will require a name and address. **Class of Individuals:** Pilots. **Purpose:** The purpose of this bank is to retain a register of certificates and qualifications for pilots required under the Pilotage Act. Access to this bank will require a name and address. **Consistent Uses:** The information is used for reference purposes. **Retention and Disposal Standards:** Information in this bank is retained permanently for archive purposes. **Related to PR#:** GLP OPE 005 **TBS Registration:** 004079 **Bank Number:** GLP PPU 030

## Service Contracts

**Description:** The files contain the list of prospective tenderers, the tenders submitted, an analysis of the tenders received, documentation leading to the award of the contract and the signed contract between the contractor and the Authority. Access to the bank will require the contract number and description of the service. **Class of Individuals:** Firms. **Purpose:** The purpose of this bank is to maintain information on the tenders and award of contracts for the supply of such services as land transportation and water transportation. **Consistent Uses:** The files may be referred to for future contracts. **Retention and Disposal Standards:** The retention period for service contracts is ten years. **Related to PR#:** GLP OPE 005 **TBS Registration:** 004074 **Bank Number:** GLP PPU 005

## Manuals

- Accounting Procedures
- Administrative Directives
- Collective Agreements
- Dispatching Procedures
- Pilot Licence Register
- Pilotage Tariffs
- Service Contracts
- Working Rules

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Authority and its functions may be directed to:

Great Lakes Pilotage Authority  
202 Pitt Street, 2<sup>nd</sup> Floor  
P.O. Box 95  
Cornwall, Ontario  
K6H 5R9

Tel.: (613) 933-2991

## Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

202 Pitt Street East  
2<sup>nd</sup> Floor  
Cornwall, Ontario



# Gwich'in Land and Water Board

## Chapter 64

### General Information

### Background

The Gwich'in Land and Water Board (GLWB) is a regulatory authority established pursuant to the Gwich'in Comprehensive Land Claim Agreement (GCLCA) and given effect on December 28, 1998 by the Mackenzie Valley Resource Management Act (MVRMA) (Bill C-6).

### Responsibilities

The GLWB was established to provide for an integrated and coordinated system of land management in the Mackenzie Valley of the Northwest Territories.

The object of the GLWB is to provide for conservation, development and utilization of the land and water resources in the Gwich'in settlement area in a manner that will provide the optimum benefit for present and future residents of the settlement area and the Mackenzie Valley and for all Canadians.

The MVRMA authorizes the GLWB to regulate the use of land and water by issuing, amending, renewing and suspending Land Use Permits and Water Licences throughout the Gwich'in settlement area, which includes all Crown, Gwich'in settlement land, or any other private lands.

The MVRMA further prescribes that the Mackenzie Valley Land Use Regulations, the Northwest Territories Waters Act and the Northwest Territories Waters Regulations as the principle regulatory instruments for Board use.

### Legislation

- The Mackenzie Valley Resource Management Act
- The Northwest Territories Waters Act

### Organization

The GLWB is comprised of five members including, apart from the Chairperson, two Members appointed on the nomination of the Gwich'in Tribal Council (GTC), one Member appointed on the nomination of the Government of the Northwest Territories (GNWT) and one Member appointed on the nomination of the Federal Government. The Chairperson is appointed on the nomination of the appointed Members.

The offices of the GLWB is located on the second floor of the Chief Jim Koe Zheh in Inuvik NT.

The office personnel include an Executive Director, an Office Manager, a GIS Technician, an Integrated Resources Manager and a Land and Water Technician.

### Information Holdings

### Program Records

#### Board Records of Decision

**Description:** Public Registry – this contains correspondence and information from government departments, correspondence and information generated by the Board, correspondence and information from companies, aboriginal organizations and concerned individuals relating to land use permits and water licences. **Access:** The Public Registry is open to the public. **Program Record Number:** GLW BRD 005

### Manuals

- Gwich'in Land and Water Board Operation and Administration Manual
- Application Process and Guidelines for a Land Use Permit and/or Water License in the Gwich'in Settlement Area
- Rules for Public Hearings (draft)

### Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Gwich'in Land and Water Board  
Chief Jim Koe Zheh  
2<sup>nd</sup> Floor  
Box 2018  
Inuvik, Northwest Territories  
X0E 0T0

Tel.: (867) 777-4954

Fax: (867) 777-2616

E-mail: glwbpermit @ inuvik.net

Web Site: www.glwb.com

# Gwich'in Land Use Planning Board

## Chapter 65

### General Information

#### Background

The Gwich'in Land Use Planning Board is an institution of public government provided for by the Gwich'in Comprehensive Land Claim Agreement (1992) and established by the Mackenzie Valley Resource Management Act (1998). The Gwich'in Interim Land Use Planning Board was incorporated as a society in 1993 and acted in the Board's capacity until 1998.

#### Responsibilities

The Planning Board is responsible for developing and implementing a land use plan for the Gwich'in Settlement Area that provides for the conservation, development and use of land, water and other resources.

#### Legislation

- Mackenzie Valley Resource Management Act
- Gwich'in Comprehensive Land Claim Agreement

#### Organization

The Board is composed of five members including, apart from the chairperson, two members appointed on the nomination of the Gwich'in Tribal Council, one member appointed on the nomination of the Government of the Northwest Territories. One member is appointed by the Federal Government. A Chairperson is appointed after nomination by the members. All appointments are by the Minister of Indian Affairs and Northern Development.

The Gwich'in Land Use Planning Board has an office in Inuvik, staffed by a Land Use Planner.

### Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The Planner at the Gwich'in Land Use Planning Board may be contacted by:

Mail: P.O. Box 2478  
Inuvik, NT  
X0E 0T0

Tel.: (867) 777-3506  
Fax: (867) 777-2616  
E-mail: [planner@gwichinplanning.nt.ca](mailto:planner@gwichinplanning.nt.ca)  
Web Site: [www.gwichinplanning.nt.ca](http://www.gwichinplanning.nt.ca)

#### Reading Room

The Board maintains a small library of materials related to land use planning and the Gwich'in Settlement Area at our office in Inuvik. These materials are accessible to the public.

# Halifax Port Authority

## Chapter 66

### General Information

### Background

The Halifax Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998 and came into force with respect to Port Authorities on the 1st day of March, 1999. This Act repealed the Canada Ports Corporation Act of 1983 which amended the National Harbours Board Act of 1936, the Government Harbours and Piers Act and the 1964 Harbour Commissions Act.

The Canada Marine Act created 18 Port Authorities with their own specific Letters Patent and are responsible to Parliament through the Minister of Transport.

### Responsibilities

The role of the Halifax Port Authority is to facilitate and expand the movement of cargo and passengers through the Port of Halifax, provide facilities, services, and technologies that are competitive, safe, commercially variable, dependable and customer oriented and to operate with broad public support in the best interests of Canadians.

### Legislation

- Canada Marine Act, R.S.C. 1998, chapter C-10
- Management Regulations
- Operating Regulations

### Organization

#### ◆ President and Chief Executive Officer

The President and Chief Executive of the Halifax Port Authority, who is the Head of the Institution for the purposes of the Access to Information Act, exercises all the powers and responsibilities pertaining to this function under the Act in question.

#### ◆ Operations Department

This Department consists of Harbour Master, Engineering, Maintenance, and Security.

#### ◆ Finance and Administration Department

This Department consists of Accounting, Administration, Human Resources, Finance, Information Services, Internal Audit; Planning and Statistics.

#### ◆ Marketing Department

This Department is responsible for the Authority's communications plan, government relations, community relations, media relations, business communications, and corporate communications.

### Information Holdings

#### Program Records

##### Cargo Handling

**Description:** Information relating to storage, transfer, cargo, commodities, transportation, and related subjects. **Program Record Number:** HALPA TRA 010

##### Communications and Marketing

**Description:** Information relating to media relations, press releases, client relations, overseas missions, marketing analysis advertising, promotional events, and community relations. **Program Record Number:** HALPA TRA 020

##### Engineering

**Description:** Information relating to buildings management, equipment, and vehicles, maintenance of facilities and structures, projects design and construction, and utilities. **Program Record Number:** HALPA SLW 015

##### Environmental Services

**Description:** Information relating to environmental assessment findings, issues and checklists, and projects. **Program Record Number:** HALPA SLW 025

##### Harbour Operations

**Description:** Information relating to traffic, vessels, safety, emergency planning, pollution, and related subjects. **Program Record Number:** HALPA ADM 100



## Information Systems

**Description:** Information relating to hardware, software, information systems, security and access, departmental requirements, and networks. **Program Record Number:** HALPA ESS 050

## Legal and Corporate Secretarial

**Description:** Information relating to agreements and contracts, acts and regulations, corporate by-laws, cases and opinions, litigation, and research. Includes Board of Directors and Committee minutes, and Orders in Council appointing Board members. **Program Record Number:** HALPA ADM 120

## Port Development

**Description:** Information relating to Halifax Port Authority growth through capitalization, future planning, and overall policy development. Includes land use plans, development projects and inquiries. **Program Record Number:** HALPA FIN 200

## Properties

**Description:** Information relating to the administration of Authority properties, property leases, licences, easements, and title searches. **Program Record Number:** HALPA SLW 035

## Security

**Description:** Information relating to investigations, security systems, and liaison. **Program Record Number:** HALPA ADM 130

## Terminal Operations

**Description:** Information relating to cargo and cruise ship terminal operations. **Program Record Number:** HALPA TRA 030

# Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents

## Accounts and Accounting

## Administration and Management Services

## Audits

## Budgets

## Classifications of Positions

## Employment and Staffing

## Finance

## Human Resources

## Occupational Health, Safety and Welfare

## Official Languages

## Pensions and Insurance

## Personnel

## Salaries and Wages

## Training and Development

# Personal Information Banks

## Access Request Data

**Description:** This bank contains requests from individuals seeking information under the Access to Information Act and the Privacy Act. **Class of Individuals:** General Public. **Purpose:** This bank processes access requests and reports the total number of requests processed. **Retention and Disposal Standards:** Records retained for two years after resolution and then destroyed. **PAC Number:** 86-001 **TBS Registration:** 004295 **Bank Number:** HALPA PPU 005

## Applications for Employment

**Description:** This bank contains applications received from the general public for possible employment with the Halifax Port Authority. **Class of Individuals:** General public. **Purpose:** Information may be used to fill vacancies in the Halifax Port Authority for which applicants have suitable qualifications. **Retention and Disposal Standards:** Records are retained for two years then destroyed. **PAC Number:** 86-001 **TBS Registration:** 004296 **Bank Number:** HALPA PPU 010

## Board of Directors

**Description:** This bank contains correspondence relating to nominees, the Orders-in-Council appointing members, brief biographies and statements of qualifications. **Class of Individuals:** Candidates for appointment and appointees to the Board of Directors. **Purpose:** The purpose of this bank is to assist in the appointment of individuals as directors of the Halifax Port Authority. **Retention and Disposal Standards:** Records are retained for five years then transferred to National Archives. **PAC Number:** 86-001 **TBS Registration:** 004297 **Bank Number:** HALPA PPU 015

## Properties

**Description:** This bank contains information on owners or tenants of properties. **Class of Individuals:** General public. **Purpose:** This bank is used to document property transactions between the Authority and the general public such as leases, licenses, sale, exchange or purchase of lands. **Retention and Disposal Standards:** Records are then retained until lease expires, and then transferred to Storage Records. **PAC Number:** 86-001 **TBS Registration:** 004298 **Bank Number:** HALPA PPU 020

## Service Contracts

**Description:** This bank contains the terms and conditions of individuals or firms engaged under contract to the Authority. **Class of Individuals:**

General public. **Purpose:** The purpose of this bank is to provide documentation relating to individuals and firms providing services to the Authority under contract.

**Retention and Disposal Standards:** Records are retained for six years after completion then transferred to National Archives. **PAC Number:** 86-001 **TBS**

**Registration:** 004299 **Bank Number:** HALPA PPU 025

## Manuals

- PC Payroll Plus (Royal Bank) ADP
- Canadian Payroll Manual
- Corporate Planning Procedures Manual
- Port of Halifax Contingency Plan Manual
- Superannuation Administration Manual
- Superannuation Insurance Administration Manual
- Financial Management Policies and Guidelines

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Halifax Port Authority and its various programs and functions may be directed to:

Halifax Port Authority  
P.O. Box 336  
Ocean Terminals  
Halifax, Nova Scotia  
B3J 2P6

Tel.: (902) 426-8222  
Fax: (902) 426-7335

### Reading Room

Halifax Port Authority's Library has been designated under the Access to Information Act as a public reading room. The address is:

3<sup>rd</sup> Floor  
1215 Marginal Road  
Halifax, Nova Scotia

# Hamilton Port Authority

## Chapter 67

The Hamilton Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11<sup>th</sup> day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.



# Hazardous Materials Information Review Commission

## Chapter 68

### General Information

#### Background

The Hazardous Materials Information Review Commission (HMIRC) was established by the Hazardous Materials Information Review Act, assented to on June 30, 1987 and proclaimed on October 1, 1987. The Commission is part of the Workplace Hazardous Materials Information System (WHMIS) which requires that information about the hazards of materials produced or sold in Canada or used in Canadian workplaces be provided by suppliers to employers and, in turn, by employers to employees.

#### Responsibilities

As a vital and independent agency, accountable to Parliament through the Minister of Health, the mission of the Commission is to:

- ensure a balance between industry's right to protect confidential business information and the right of employers and workers to know about the hazardous materials they deal with in the workplace;
- provide a trade secret mechanism within WHMIS;
- resolve complaints and disputes impartially, fairly and promptly through statutory or alternate means.

To achieve its mission, the Commission carries out the following mandate under the authority of the Hazardous Materials Information Review Act and the provincial and territorial occupational health and safety acts:

- to formally register claims for trade secret exemptions, and issue registry numbers;
- to issue decisions on the validity of claims for exemption using prescribed regulatory criteria;
- to make decisions on the compliance of material safety data sheets (MSDSs) and labels within the WHMIS requirements as set out in the Hazardous Products Act and Controlled Products Regulations and various provincial and territorial occupational health and safety acts; and
- to convene independent, tripartite boards to hear appeals from claimants or affected parties on decisions and orders issued by the Commission.

#### Legislation

- Hazardous Materials Information Review Act [R.S.C. 1985, c. 24 (3rd Supp.), Part III]
- Hazardous Materials Information Review Regulations (SOR/88-456, August 25, 1988; amendment: SOR/88-510, September 29, 1988; SOR/89-288, June 1, 1989; SOR/91-419, June 20, 1991; SOR/93-234, May 11, 1993)
- Hazardous Materials Information Review Act Appeal Board Procedures Regulations (SOR/91-86, January 7, 1991)

#### Organization

The Commission is governed by a Council of Governors, consisting of members representing workers, suppliers, and employers, and the federal, provincial and territorial governments. Each governor is appointed by the Governor in Council to hold office for up to a three-year term. The Council is headed by a Chairperson chosen by the governors for a term of one year.

The Council is responsible for making various recommendations to the Minister of Health, including changes to the regulations respecting the Commission's fee structure, to procedures for reviewing claims for exemption and to appeal procedures.

The President and CEO is appointed by the Governor in Council, and has the authority and responsibility to supervise and direct the organization's work on a day-to-day basis. The President is accountable to the Council of Governors and the Minister of Health. The President's Office acts as Secretariat to the Council of Governors.

The Commission is organized into two branches: Operations and Corporate Services and Adjudication.

#### ◆ Operations

The Vice-President, Operations, has the authority and responsibility to supervise and direct the work within the Client Services and MSDS Compliance business lines.

#### Client Services

The aim of Client Services is to assist suppliers or employers in protecting their products' confidential business information while allowing them to meet their disclosure obligations under the WHMIS.

Client Services involves the formal registration of claims for exemption, the issuance of registry numbers, and the security of claim-related information. Service to clients begins when the Commission is contacted by a company wanting to make a claim and needing to know what the process involves.

Client Services assists companies in protecting confidential business information while at the same time meeting their WHMIS obligations. Information is provided that can help companies present complete and accurate MSDSs with their claims. Our Web site helps share this information with industry and labour. Once the application is accepted as complete, we issue the company a registry number for the claim in no more than seven days.

Screening officers have the statutory responsibility to decide whether claims are valid, and for determining whether MSDSs or labels submitted with the claims comply with the WHMIS legislation.

The decision on claim validity is reached by reviewing supporting information from the claimant against the criteria prescribed in the Hazardous Materials Information Review Regulations.

### **MSDS Compliance**

The aim of MSDS Compliance is to regulate, in the public interest, the maximum health and safety benefits in the workplace.

Screening officers review claim related MSDSs and, in some cases, labels pursuant to the Hazardous Products Act, the Canada Labour Code, and provincial and territorial occupational health and safety legislation, and decide whether they are within the WHMIS regulatory requirements. Such decisions take into account health and safety advice prepared by scientific evaluators in the MSDS Compliance Division.

When work begins on a file, the first step is to build a collection of scientific information relevant to each of the product's ingredients. The evaluator will be alert for new information or information of which the company might not have been aware, trying to ensure that the MSDS reflects the current state of knowledge about the hazards that may be associated with a product.

Evaluators assess this information and prepare an advice document for the screening officers on the health and safety hazards posed by the product which have not been adequately disclosed on the MSDS. The screening officers offer claimants, and any affected party who has made representation to the screening officer following publication of the Notice of Filing in the Canada Gazette, an opportunity to review and comment on the health and safety information and advice provided by the evaluators. In the case of the

latter, sharing an advice document with an affected party must respect the legislative provisions which protect the confidentiality of information received from a claimant.

At the conclusion of the claim and MSDS review process, a formal Statement of Decision is forwarded to the claimant. Should a claim be ruled invalid, an order is issued to the claimant to disclose the confidential business information which was the subject of the claim. Where the MSDS or label does not meet the WHMIS requirements, the screening officer orders that changes be made to bring about compliance. All orders specify the period during which various changes must be made if the product is to continue to be sold in Canada.

A notice is published in the Canada Gazette to make public the decisions and orders issued by the screening officer, and to initiate the time during which the claimant and affected parties may appeal the decisions or orders. If no appeal is filed, the claimant must provide a copy of the amended MSDS to the screening officer, who reviews it to ensure compliance with the order.

### **♦ Corporate Services and Adjudication**

The Vice-President, Corporate Services and Adjudication, who is also the Chief Appeals Officer, has the authority and responsibility to supervise and direct the work within the Dispute Resolution business line and Corporate Services.

### **Dispute Resolution**

The aim of Dispute Resolution is to provide all parties with a range of options for discussion on issues arising from decisions and orders of the Commission in order to prevent disputes from arising and where they do arise, to address them as early and effectively as possible.

The Commission is in the process of designing and developing, through tripartite consultation, a Dispute Resolution system which will supplement and work in conjunction with the current appeals process.

The appeals process includes the convening of independent tripartite boards to hear appeals from claimants or affected parties. An appeal may relate to the compliance of an MSDS, the rejection of a claim or to request disclosure in confidence, for reasons of health and safety in a workplace, of information in respect of which a claim for exemption is made. For each appeal filed, a Notice of Appeal is published in the Canada Gazette to provide affected parties with an opportunity to make representations to the appeal board.

An appeal board is comprised of a Chairperson appointed by the Chief Appeals Officer, and two members appointed by the Chairperson: one representing suppliers and/or employers, and the



other, workers. Board members are selected from lists of potential nominees established in accordance with the Hazardous Materials Information Review Act.

The final outcome of the appeals process is a decision by the appeal board to dismiss the appeal and confirm the decisions or orders of the screening officer; or to allow the appeal and either vary or rescind the decisions or orders being appealed. A Notice of Decision, including the purport and reasons, is published in the Canada Gazette.

### Corporate Services

The Corporate Services Division has been mandated with a very important role: ensuring the success of the three core business lines. Corporate Services provides a full range of services to the Commission including finance, records and facilities management, security, management services, information technology, administration, human resources, communications and strategic planning.

## Information Holdings

### Program Records

#### Accommodation and Buildings

**Description:** Information relating to the acquisition of accommodation. **Topics:** Purchase or rental of existing buildings; office floor plans; moving arrangements; fire prevention; utilities; requests for new accommodation.

**Program Record Number:** HMI ADM 500

#### Acts and Legislation

**Description:** General information relating to the legislative process, regulatory development and review, delegation of authority, legal advice and opinions and material specific to the Hazardous Materials Information Review Act (HMIRA) and related regulations. **Topics:** Federal Regulatory Process, policies and Annual Plan; correspondence and supporting documentation related to the development and amendment of HMIRA and Hazardous Materials Information Review Regulations and HMIRA Appeal Board Procedures Regulations; correspondence concerning amendments to the Hazardous Products Act, Controlled Products Regulations, Canada Labour Code and Provincial and Territorial Occupational Safety and Health Acts and Regulations, and related legal opinions. **Program Record Number:** HMI ADM 040

#### Administration

**Description:** General subjects and information relating to administrative responsibilities of the Hazardous Materials Information Review Commission. **Topics:**

Access to Information and Privacy requests and materials; communications strategies and projects; organizational charts; Memoranda of Understanding between the Commission and other federal/provincial governments; security matters, including policies related to physical and personnel security. **Program Record Number:** HMI ADM 040

#### Appeals

**Description:** Information concerning the activities and functions of the appeals process. **Topics:** Policies and procedures for the establishment of appeal boards; lists of potential appeal board members and Chairpersons, by province; hearing room accommodation; physical and personnel security requirements for hearings, enhanced reliability security checks on board members; and appeals administration and budget information.

**Program Record Number:** HMI APP 010

#### Equipment and Supplies

**Description:** Information relating to purchasing, procurement, planning and inventory of office equipment and supplies. **Topics:** Suppliers information and catalogues; PWGSC procurement and requisition; maintenance and repair of equipment and furniture; inventory of supplies; office furniture and furnishings.

**Program Record Number:** HMI ADM 550

#### Financial Management

**Description:** Information relating to all aspects of finance. **Topics:** Budgets; accounting; financial statements and reports; multi-year operational plans; directives and guidelines; contracts and contractor records; cost-recovery; revenue processing; Treasury Board submissions and decisions; travel and transportation allowances and expenses. **Program Record Number:** HMI ADM 700

#### Information Resource Management

**Description:** Information relating to the management of information. **Topics:** Library services; mail, messenger and telecommunications services; forms management; records and correspondence management; and information systems development and implementation.

**Program Record Number:** HMI ADM 800

#### Organizations – Governmental and Non-Governmental

**Description:** General information relating to federal and provincial organizations and private sector groups and professional associations responsible for or involved in issues concerning occupational safety and health, chemical products manufacturing, etc. **Topics:** Organizations and associations concerned with occupational health and safety. **Program Record Number:** HMI ADM 050



## Operations Branch

**Description:** Information concerning the activities of the Operations Branch. **Topics:** Policies and procedures related to the review of claims for exemption and decision-making criteria; Issue Resolution Sheets. **Program Record Number:** HMI COM 030

## Personnel Management

**Description:** Information relating to the administration of personnel management activities. **Topics:** Staffing; staff relations; pay and benefits; classification of positions; person-year allotments; job descriptions; official languages; training and development. **Program Record Number:** HMI ADM 900

## Registry/Application Assessment

**Description:** Information concerning the activities of the Registry and Application Assessment Sections. **Topics:** Claims registration and procedures; Notice of Filing in the Canada Gazette; policies regarding the withdrawal of claims; policies and procedures relating to the review of MSDSs and labels; inter-departmental meetings; and general correspondence to all claimants. **Program Record Number:** HMI OPR 020

## Workplace Hazardous Materials Information System (WHMIS)

**Description:** Information of both a general and specific nature related to WHMIS activities, at the federal and provincial/territorial level, including tripartite committees on which the Commission sits as a member. **Topics:** General WHMIS publications and instruction manuals produced by the provincial OSH agencies, federal departments or private publishing firms; Interdepartmental WHMIS Coordinating Committee; Current Issues Committee and related sub-committees; WHMIS Exclusion Review Committees; international harmonization initiatives; WHMIS contact list (provincial and federal); WHMIS Policy Issue Sheets; WHMIS Reference Manual. **Program Record Number:** HMI ADM 060

## Personal Information Banks

### Appeal Board Member Nominees

**Description:** This bank contains names, addresses, work experience, qualifications (curricula vitae), reliability check results and availability status pertaining to each nominee. Information is organized according to province, role of the member on the board (i.e. Chairperson, industry or worker representative) and relevant act under appeal (Hazardous Products Act or Canada Labour Code). **Class of Individuals:** Potential appeal board nominees, including Chairpersons and industry and labour representatives, for appeals relating to the Hazardous Products Act and Canada Labour Code, as recommended by the nominating organization or provincial/federal minister. **Purpose:** This bank provides a list of potential Chairpersons and board

members and relevant selection criteria to facilitate their appointment to tripartite boards to hear appeals of decisions or orders of screening officers of the Commission. **Consistent Uses:** Information in the bank may be used to determine appointments to appeal boards. **Retention and Disposal Standards:** The files on individuals are retained for two years after the termination of their nomination as potential appeal board Chairperson or member. **TBS Registration:** 002882 **Bank Number:** HMI PPU 020

## Requests for Access to Information and Privacy

**Description:** This bank contains request forms received by the Commission for access to information, including personal information, requests for corrections, answers to requests, results of consultation with other departments, and information related to their processing. **Class of Individuals:** General public. **Purpose:** The purpose of this bank is to answer requests received under the Access to Information Act and the Privacy Act, and to prepare annual reports in accordance with the provisions in these acts. **Consistent Uses:** The information may be transmitted to other departments for consultation purposes. **Retention and Disposal Standards:** The files are arranged in numerical order, by request number. The records are retained for two years. **TBS Registration:** 002880 **Bank Number:** HMI PPU 005

## Manuals

- Appeals Branch Manual
- Classification and Designation Guide
- Compliance Manual and Screening Guidelines
- Quality Assurance Manual
- Registry Policy and Procedures Manual
- Security Policy Manual

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Commission and its activities may be directed to:

Hazardous Materials Information Review Commission  
427 Laurier Avenue West, 7<sup>th</sup> Floor  
Ottawa, Ontario  
K1A 1M3

Tel: (613) 993-4331

Fax: (613) 993-5016

E-Mail: [hmirc-ccrmd@hc-sc.gc.ca](mailto:hmirc-ccrmd@hc-sc.gc.ca)

Web site: [www.hmirc-ccrmd.gc.ca](http://www.hmirc-ccrmd.gc.ca)

## Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

427 Laurier Avenue West, 7<sup>th</sup> Floor  
Ottawa, Ontario  
K1A 1M3

# Health Canada

## Chapter 69

### General Information

### Background

Health Canada is the federal department responsible for helping the people of Canada maintain and improve their health. Branches were realigned July 1, 2000. For more information about the Department's structure, see About Health Canada on the web at <http://hc-sc.gc.ca/english/about.htm#org>.

### Responsibilities

In partnership with provincial and territorial governments, Health Canada provides national leadership to develop health policy, enforce health regulations, promote disease prevention and enhance healthy living for all Canadians. Health Canada ensures that health services are available and accessible to First Nations and Inuit communities. It also works closely with other federal departments, agencies and health stakeholders to reduce health and safety risks to Canadians. Through its administration of the Canada Health Act, Health Canada is committed to maintaining this country's world-renowned health insurance system which is universally available to permanent residents, comprehensive in the services it covers, accessible without income barriers, portable within the country and publicly funded. Each province and territory administers its own health care plan with respect for these five basic principles of the Canada Health Act. Many factors including family history, social or financial status, physical environment and personal lifestyle choices influence individual health. By making Canadians more aware of dangers to their health, protecting them from avoidable risks and encouraging them to take a more active role in their health, Health Canada fosters a healthier population and contributes to a more productive country.

### Legislation

- Canada Health Act, R.S.C. 1985, c. C-6-  
Extra-billing and User Charges Information  
Regulations, SOR/86-259
- Canadian Centre on Substance Abuse Act, R.S.C.  
1985, c. 49 (4th Supp.)
- Canadian Environmental Protection Act, S.C. 1999,  
c. 33
- Controlled Drugs and Substances Act, R.S.C. 1985,  
c. C-38.8
- Department of Health Act, R.S.C. 1985, c. H-3.2
  - Potable Water on Common Carriers, C.R.C. 1105
  - Human Pathogens Importation Regulations,  
SOR/94-558
- Financial Administration Act, R.S.C. 1985, c. F-11
  - Dosimetry Services Fees Regulations,  
SOR/94-279
  - Authority to Sell Drugs Fees Regulations,  
SOR/95-31
  - Drug Evaluation Fees Regulations, SOR/95-424
  - Medical Devices Fees Regulations, SOR/95-585
  - Veterinary Drug Evaluation Fees Regulations,  
SOR/96-143
  - Licensed dealers for Controlled Drugs and  
Narcotics Fees Regulations, SOR/98-5
- Fitness and Amateur Sport Act, R.S.C. 1985,  
c. F-25
- Food and Drugs Act, R.S.C. 1985, c. F-27
- Hazardous Materials Information Review Act,  
R.S.C. 1985, c. H-2.7
- Hazardous Products Act, R.S.C. 1985, c. H-3
- Medical Research Council Act, R.S.C. 1985, c. M-4  
and the Canadian Institutes of Health Research Act,  
S.C. 2000 c. 6, except for sections 40, 41, 43, 45,  
47, 49 and 51 which are not into force yet
- Patent Act, R.S.C. 1985, c. P-4
  - Patented Medicines (Notice of Compliance)  
Regulations, SOR/93-133, SOR/98-166
  - Patented Medicines Regulations, SOR/88-474,  
SOR/94-688, SOR/95-172, SOR/98-105
- Pest Control Products Act, R.S.C. 1985, c. P-9
- Pesticide Residue Compensation Act, R.S.C. 1985,  
c. P-10
- Quarantine Act, R.S.C. 1985, c. Q-1
- Queen Elizabeth II Canadian Research Fund Act,  
R.S.C. 1970, c. Q-1
- Radiation Emitting Devices Act, R.S.C. 1985, c. R-1
- Tobacco Act, R.S.C. 1985, c. T-11.5
- Tobacco (Access) Regulations, SOR/99-93
  - Tobacco (Seizure and Restoration) Regulations,  
SOR/99-94
  - Tobacco Products Information Regulations,  
SOR/2000-272
  - Tobacco Reporting Regulations, SOR/2000-273



## Organization

### Audit and Accountability Bureau, Associate Deputy Minister's Office

The primary role of the Audit and Accountability Bureau is to conduct independent reviews of the Department's operations, activities, systems and functions to ensure that they support the delivery of departmental programs in an economic, efficient and effective manner. The coverage, objectives and scope of internal audits is overseen by a departmental Audit and Evaluation Committee, which also approves all audit reports and monitors the implementation of appropriate corrective action in response to audit recommendations. The Bureau also has a proactive role regarding values and ethics. The Bureau is also leading the Department's responsibility with respect to values and ethics. A Centre for Workplace Ethics has been created within AAB and was mandated to develop a strategy and to conduct a departmental-wide dialogue on values and ethics with employees throughout the Department as the first phase of this strategy. In closing, the Bureau is also responsible for implementing the new Policy on the Internal Disclosure of Information regarding Wrongdoing in the Workplace.

### Chief Scientist

The Office of the Chief Scientist provides clear advantages to the Department by providing a central focal point for greater leadership, coherence and expertise to the overall strategic direction of the Department's scientific responsibilities, activities and needs. Sound science is central to sound policy development and decision making in Health Canada. The key role of the Chief Scientist will be to ensure the quality of science in the Department.

### Corporate Services Branch

CSB provides financial planning and administration, human resources services, assets management, occupational health and safety, security operations, and Ministerial and Deputy Ministerial correspondence services.

#### ◆ Assets Management Directorate

The Assets Management Directorate (AMD) supports the effective management of physical assets and the occupational health, safety, and security of the employees of Health Canada. The range of services in support of Departmental programs, includes: materiel acquisition and utilization; custodial property management, maintenance and disposal; facilities planning; building and tenant services; occupational health and safety, security; and environmental management. The Directorate develops and maintains

policies, systems, and procedures governing the management of these services within Health Canada.

#### ◆ Client Services Renewal Secretariat

In November 1999, the Senior Assistant Deputy Minister (SADM) launched a service renewal initiative aimed at improving the delivery of corporate services in Health Canada. The Client Services Renewal Secretariat facilitates and monitors the improvement initiatives undertaken by the Corporate Services Branch directorates. The objectives of the renewal initiative include, but are not limited to: modernizing corporate services to meet our clients' evolving business needs; helping our clients meet their business objectives by supporting them with more focussed services; improving communications and access to information; enhancing a client-focussed culture in the delivery of corporate services.

#### ◆ Departmental Planning and Financial Administration Directorate

The focus of this Directorate is the management of departmental resources. Its role is to implement, interpret and administer the regulations, policies and processes associated with resource planning and utilization and financial administration (comptrollership) across the Department. Directorate activities include the provision of direct services such as financial planning, accounting, functional and advisory assistance to managers, and financial systems support and training to all branches.

#### ◆ Executive Correspondence Directorate

The Executive Correspondence Directorate is responsible for tracking, reporting, record-keeping, editing, proofreading, writing and word processing activities, as well as coordination, analysis and advice related to the management of Ministerial, Deputy Ministerial and Associate Deputy Ministerial correspondence, on behalf of the Department. It manages write-in campaigns and tracks action requests from the Minister's, Deputy Minister's and Associate Deputy Minister's offices. The Directorate also delivers comprehensive training to Health Canada staff on correspondence activities and on the overall process. The Directorate acts as the OPI for the Management of Executive Correspondence tracking system.

#### ◆ Human Resources Directorate

Our mandate is to support the effective management of the Department's human resources. To this end, HRSD provides advice and a wide range of services to support managers in the identification, recruitment, retention, development and deployment of employees. The Directorate's goal is to reflect/embodify those values

which promote fairness, diversity, competence and encourage opportunities for growth and development. The Directorate also has an ongoing commitment to promote integrity and good judgement in the application of legislation and policies concerning human resources management.

#### ◆ Planning and Special Projects Directorate

The Planning and Special Projects Directorate supports the Senior Assistant Deputy Minister (SADM), Corporate Services Branch (CSB) and departmental senior management in the conduct and administration of a wide range of department-wide and government-wide projects through their life cycle. The Directorate undertakes special projects which support the improved delivery of Health Canada's programs, the enhanced management of its resources and the provision of quality services. On behalf of the Branch and Department the Directorate leads new initiatives being developed or introduced by central agencies to improve management efficiency and effectiveness. (e.g., modern comptrollership, Year 2000, sustainable development, environmental management system).

#### ◆ Senior Assistant Deputy Minister's Office

Under the management of the Executive Assistant to the Senior ADM, this group supports the overall functioning of the branch.

### First Nations and Inuit Health Branch

The First Nations and Inuit Health Branch works to help First Nations and Inuit, as a unique clientele with a historic relationship with the Government of Canada, to attain a level of health comparable with that of other Canadians. The FNIHB provides access to quality services and programs that address health inequalities and disease threats, in a manner that supports First Nations and Inuit autonomy and control.

The Branch provides health services on-reserve, as well as primary care and emergency services in isolated reserves where provincial services are not readily available. In addition to the primary care, public health care, prevention and promotion programs and addictions services that the FNIHB provides, non-insured health benefits which supplement benefits provided through other private, federal or provincial programs such as drugs, dental care, vision care, medical supplies and equipment as well as transportation to medical services and crisis mental health counselling are also dispensed. Funding is also provided to the governments of the Northwest Territories and Nunavut to deliver health programs for First Nations and Inuit.

### Office of the Assistant Deputy Minister and Associate Assistant Deputy Minister

The objective of this office is to provide support to the Assistant Deputy Minister and Associate Deputy Minister through the management of policy support to the Minister, executive support to the Deputy Minister, Assistant Deputy Minister and Associate Assistant Deputy Minister, the executive management of the branch activities among headquarters directorates and regional operations; ministerial correspondence and inquiries; parliamentary business and Privacy and Access to Information services. This includes the Office of the Special Advisor, Aboriginal Health who is responsible for the provision of policy advice with respect to Aboriginal health issues.

#### ◆ Community Health Programs

The objective of the directorate is to work with regions and national First Nations and Inuit organizations to assist First Nations and Inuit people and communities improve their health. CHP carries out its objective by:

- conducting health and program surveillance activities to identify trends and emerging issues to facilitate program design, implementation and evaluation;
- supporting regions, other directorates, the Department and national First Nations and Inuit organizations in the coordination of health programs to enable effective program development, delivery and evaluation; planning for and implementing the transfer of programs and functions managed nationally to First Nations and Inuit organizations and/or regions to improve the responsiveness of programs to the changing needs of First Nations and Inuit people.

#### ◆ Non-Insured Health Benefits

The Non-Insured Health Benefits Program provides, to registered Indians and recognized Inuit and Innu peoples, a range of medically necessary goods and services, which supplement benefits provided through other private or provincial/territorial programs. Non-Insured Health Benefits include drugs, dental care, vision care, medical supplies and medical equipment, short term mental health services, and transportation to access medical services.

#### ◆ Strategic Policy, Planning and Transfer Secretariat Directorate

The objective of this directorate is to assist and support First Nations and Inuit as they assume control of health resources through a variety of initiatives such as health program transfer and self-government; and to provide strategic policy and planning development, advice and support for senior management and branch regional offices for the First Nations and Inuit Health Branch.



### ◆ Business Planning and Management Directorate

The objective of this directorate is to support the Branch in addressing various operational challenges. The directorate is the centre point for the development of business planning, management capacities, and employee focussed services. These functions enable the Branch to support the effective and efficient delivery of client focussed programs and activities. Specific areas include the development of the departmental grants and contributions management framework, the new Accountability framework, and the development of Modern Comptrollership Capacity.

### ◆ Northern Secretariat

The Northern Secretariat was created in the fall of 1998 to provide a coordinated, cohesive and equitable approach to First Nations and Inuit Health Branch (FNIHB) program delivery issues for First Nations and Inuit living in Yukon, the Northwest Territories (NWT) and Nunavut. In the fall of 2000 the Northern Secretariat was also charged with the additional responsibility of becoming the single focus for Health Canada's health promotion and illness prevention programs and other interactions with territorial governments and territorial stakeholders in a partnership relationship.

### ◆ Regional Directors

Indian and Northern Health Services activities are largely delivered by seven regional offices which correspond to provincial and territorial boundaries, except for the Atlantic Region which includes all of the Atlantic provinces. Program delivery is highly decentralized and client oriented and is conducted through the regional offices, zone offices and service centres, and a network of hospitals, nursing stations, health centres and various other health facilities, many of which are situated in remote and isolated locations. The regional offices are headed by Regional Directors who report directly to the Assistant Deputy Minister. Regional Directors have delegated authority to manage regional budgets, which are determined each year by the Branch Executive Committee. A total of 1,200 First Nations and Inuit Health Branch staff work in these regions.

## Health Policy and Communications Branch

The Health Policy and Communications Branch (HPC) provides advice and support to the Minister, the departmental executive and to program branches in the areas of policy development, intergovernmental and international affairs, strategic planning and review, communications and consultation, and the administration of the Canada Health Act.

### ◆ Communications, Marketing and Consultation Directorate

The Communications and Consultation Directorate provides communications and consultations advice and support to the department and the Minister, implements and evaluates communications strategies, prepares communications plans for Memoranda to Cabinet, and advises senior managers on high profile public issues as they emerge. It provides advice and support for Health Canada's consultations and citizen engagement strategies for major policy and program issues and initiatives.

### ◆ Health Care Directorate

The Health Care Directorate is responsible for providing overall policy advice and support to the Minister on Health System Renewal, which is one of the Business Lines of Health Canada. This responsibility includes providing broad advice on the financing, future directions and sustainability of the publicly funded health system, as well as specific policy advice on current health care priorities, including: primary care; health human resources; home and community care; pharmaceuticals; quality care; and accountability.

### ◆ Intergovernmental Affairs Directorate

The Intergovernmental Affairs Directorate is responsible for three areas: Canada Health Act interpretation, monitoring, and enforcement; Federal/Provincial/Territorial Relations.

### ◆ International Affairs Directorate

The International Affairs Directorate initiates, coordinates and monitors departmental policies, strategies and activities in the international field. It provides advice on the department's strategic approach to international affairs; ensures the department's international activities are internally coherent and consistent with government-wide policies; and recommends departmental representation at international meetings.

### ◆ Management Services Directorate

This directorate develops and provides management services in support of priority setting, planning, coordination and operations across the branch. It provides leadership in the management of cross-branch projects, problem solving and management of change.

### ◆ Nursing Policy

This new function was created in June 1998 to strengthen the focus on nursing policy issues within Health Canada. It is responsible for advising Health Canada on the nursing perspective on various policy issues and programs, representing that perspective in



various fora, contributing to health policy formulation and program development, and working closely with the nursing community in developing advice to the Minister and the Department.

### ◆ Policy, Planning and Priorities Directorate

The Policy, Planning and Priorities Directorate provides strategic policy and planning advice to the Minister and Senior Management. In the development and coordination of policy, the directorate is guided by government priorities, the horizontal nature of policy issues, and the ongoing need for policy cohesion. Key partnerships include the other branches of the department, the central agencies, other federal departments, other levels of government, and also the non-governmental sector.

### ◆ Women's Health Bureau

The main responsibilities of the Women's Health Bureau are to promote, monitor and report on the implementation of Health Canada's Women's Health Strategy and to administer the Centres of Excellence for Women's Health Program. Its primary functions are: ensuring that women's health concerns receive appropriate attention and emphasis within the department; promoting an understanding of gender as a critical variable in health; promoting the implementation of a systematic gender-based analysis process throughout the Department; analysing and assessing the impact of programs, policies and practices in the health system, broadly defined, on women and women's health; maintaining an ongoing relationship with major health and women's organizations and promoting women's active involvement in their own health and well-being.

## Health Products and Food Branch

Health Products and Food Branch has two main goals: promote good nutrition and informed use of drugs, food and natural health products; maximize the safety and efficacy of drugs, food, natural health products, medical devices, biologics and related biotechnology products in the Canadian marketplace and health system. Major programs are: therapeutic products (medical devices and drugs); food, including all Health Canada nutrition activities; natural health products; biologics and genetics (blood and blood products, viral and bacterial vaccines, genetic therapies and diagnostics, tissues, organs, xenotransplants, radiopharmaceuticals, and reproductive technologies); Office of Consumer and Public Involvement (OCAP); Office of Biotechnology and Science Health Products and Food Litigation Secretariat.

### ◆ Biologics and Genetics Directorate

The Biologics and Genetics Directorate will be formed over the next year, as announced in the document entitled "Realigning Health Canada To Better Serve Canadians." This new directorate is envisaged as being the national authority that evaluates and monitors the safety, effectiveness, and quality of biological products (including blood and blood products, viral and bacterial vaccines, genetic therapies and diagnostics, tissues, organs, xenotransplants, radiopharmaceuticals, and reproductive technologies).

### ◆ Food Directorate

The Food Directorate helps the people of Canada maintain and improve their health through science-based policies and advice on the safety and nutritional quality of food. We use the Health Canada integrated approach to managing risks and benefits to health by: promoting healthy behaviors, protecting Canadians against risk factors over which they have little control, and providing information and tools so that Canadians can make informed decisions about their health. In the areas of food additives, chemical and microbiological contaminants, nutrients, novel foods, including genetically modified foods, and food components and processes, the Directorate develops policies, standards and guidelines, conducts research and evaluates submissions. These responsibilities are carried out under the authority of the Food and Drugs Act and Regulations and the Department of Health Act. In addition, under the Canadian Food Inspection Agency Act, the Directorate assesses the effectiveness of the activities of the Canadian Food Inspection Agency related to food safety. Information on food safety and nutrition is available at the following Health Canada web sites: the Food Directorate site: [www.hc-sc.gc.ca/food-aliment/](http://www.hc-sc.gc.ca/food-aliment/) and the Food and Nutrition site: [www.hc-sc.gc.ca/english/food.htm](http://www.hc-sc.gc.ca/english/food.htm).

### ◆ Health Products and Food Litigation Secretariat

The Health Products and Food Litigation Secretariat was established in 2000 to respond to litigation initiated against Health Canada concerning Medical Devices. In partnership with the Department of Justice, the Health Products and Food Litigation Secretariat is responsible for the strategic management of litigation related to the activities of the Branch.

The Secretariat provides service to Health Canada and Justice in managing court cases. The functions of the Secretariat include: management of court cases; collection and analysis of documentary and witness evidence for the purpose of litigation; litigation policy development and analysis; assessment of strategic risk management

## ◆ Natural Health Products

On March 26, 1999, Health Minister Allan Rock announced that he had accepted all 53 recommendations made in the Standing Committee report on natural health products. In accordance with the Standing Committee's report, the Minister also announced the creation of a new Office of Natural Health Products (ONHP) that will provide Canadian consumers with the assurance of safety while enhancing consumer access and choice to a full range of natural health products. The new Office of Natural Health Products will be responsible for all regulatory functions within the life-cycle of natural health products. The objective is to ensure a balance between Canadian's freedom of choice with respect to natural health products and the assurance of consumer safety. A Transition Team has been created by the Minister to: identify broad policy directions for the new Office; help define the work being carried out by the Office – including research; consult with relevant stakeholders on the policies and guidelines necessary for the regulatory framework for natural health products – in accordance with the Standing Committee's report; and assist the Executive Director to establish a new Expert Advisory Committee.

## ◆ Office of Consumer and Public Involvement

The Office of Consumer and Public Involvement promotes meaningful public and consumer participation in decision-making on priorities, policies and programs for the Health Products and Food Branch and for other branches with similar regulatory responsibilities.

## ◆ Policy and Strategic Planning Directorate

This directorate is accountable for the management of key strategic policy and planning files/issues in support of and as assigned by the ADM, Health Products and Food Branch; for the integration of strategic policy and planning initiatives with departmental policies and programs; and strategic input into branch business plans, and priorities.

## ◆ Regional Directors

Regional Operations are concerned mainly with issues within three programs: Therapeutic Products (which include drugs and medical devices – also covers blood, tissues and organs), Food, and Environmental Health (safety of consumer products). Regional inspectors conduct inspections of manufacturing / processing plants for the Therapeutic Products Program and the Environmental Health Program. They also investigate product complaints from all sources including consumers. Regional drug laboratory personnel perform analyses of domestic and imported products including products that may help in the investigation of a complaint. They also support police forces with the investigation of illicit drugs. Regional food laboratories

provide support to the policy, standard-setting, and risk assessment activities of the Food Program. The five regional offices are managed by Regional Directors who report organizationally to the Assistant Deputy Minister of the branch and functionally to the Program Directors General. The Health of Animals Laboratory is concerned with risk assessment and research on pre-harvest food safety.

## ◆ Therapeutic Products Directorate

The Therapeutic Products Programme is the national authority that evaluates and monitors the safety, effectiveness, and quality of drugs, medical devices and other therapeutic products available to Canadians.

## Healthy Environments and Consumer Safety Branch

The Healthy Environments and Consumer Safety Branch promotes healthy and safe living, working and recreational environments. It provides occupational health and safety services within the federal government and establishes public health policies and services to protect the health of the travelling public and dignitaries visiting Canada. It assesses and reduces health risks posed by environmental factors and it regulates the safety of industrial and consumer goods. The branch also regulates tobacco and controlled substances, coordinates Canada's Drug Strategy, promotes initiatives that reduce or prevent the harm associated with tobacco, alcohol and other substances, and provides expert advice and drug analysis services to law enforcement agencies across the country. Finally, it is responsible for coordinating and monitoring Health Canada's Sustainable Development Strategy.

## ◆ Drug Strategy and Controlled Substances Programme

The Drug Strategy and Controlled Substances Programme regulates controlled substances and promotes initiatives that reduce or prevent the harm associated with these substances and alcohol. The Programme also provides expert advice and drug analysis services to law enforcement agencies across the country.

The following are the Programme's main areas of responsibility:

Office of Canada's Drug Strategy (OCDS) provides national leadership and coordination on the development of Canada's Drug Strategy which focuses on strategies for prevention, treatment and harm reduction, related to substance abuse. Activities in this area include: collaborating with other departments, governments and expert bodies by chairing federal-provincial-territorial committees, advisory committees and interdepartmental meetings; researching, analyzing and distributing



leading-edge information about substance abuse including best practices for prevention, treatment and rehabilitation; working multilaterally with groups, such as the United Nations Drug Control Program, and other with countries to address the global drug problem; and managing the Alcohol and Drug Treatment and Rehabilitation Program, a cost-shared contribution program involving the provinces and territories.

Office of Controlled Substances (OCS) works to ensure that drugs and controlled substances are not diverted for illegal use. This involves developing legislation, regulations, policies and operations that support the control of illicit drugs and other substances. Activities in this area include: licencing manufacturers and distributors of drugs and controlled substances and issuing import/export permits when necessary, to manage and track the movement of drugs and controlled substances across the Canadian border; authorizing the disposal of illegal drugs that have been discovered or seized; licencing individuals and companies to undertake activities under the Industrial Hemp Regulations; managing an exemption process that allows individuals with legitimate scientific or medical reasons to possess a controlled substance; and working with other groups such as the law enforcement community to address compliance issues.

Office of Cannabis Medical Access (OCMA) coordinates the development of and administers the new regulatory approach permitting individuals to access marijuana (cannabis) for medical purposes. Activities in this area include: developing a regulatory scheme for individuals wishing to use marijuana for medical reasons; supporting research on the safety and effectiveness of marijuana used for therapeutic services; and establishing a reliable domestic source and distribution system for research-grade marijuana.

Drug Analysis Services provides expert advice and analytical support to law enforcement agencies in their drug enforcement responsibilities. Activities in this area include: analyzing the content and determining the quantity of illicit drugs seized by law enforcement agencies across the country – roughly 80,000 drug samples per year – and documenting the information for use as evidence in criminal prosecutions; and assisting in the investigation and dismantling of clandestine laboratories, by gathering evidence to determine the type and quantity of drugs produced, as well as advising on any health and safety issues related to shutting down these laboratories.

### ◆ Occupational Health and Safety Agency

The Occupational Health and Safety Agency (OHSA) works in partnership with departments to help them achieve and maintain a safer, healthier workplace, through advice and consultation and an integrated

package of direct services, covering all aspects of work life. OHSA develops customized solutions to manage the various risks that can arise in the workplace. The Agency also provides public health services including food and water sanitation inspections on common carriers and cruise ships, emergency quarantine services, and a VIP Program which coordinates health-care services for foreign dignitaries on official visits to Canada.

### ◆ Product Safety Programme

The Product Safety Programme has the legislative mandate to identify, assess, and manage the health and safety hazards and health risks to Canadians associated with: new chemical substances; products of biotechnology; radiation produced by radiation emitting devices; consumer products (incl. cosmetics); workplace chemicals.

### ◆ Save Environments Programme

The Safe Environments Programme promotes healthy and safe living, working and recreational environments. The programme also assess and reduces health risks posed by environmental factors. The programme's main areas of responsibility include: assessing health risks associated with contaminants found in air outside and inside buildings; identifying and assessing the health risks posed by contaminants in water, evaluating water treatment processes and devices and developing national standards in collaboration with provinces and territories; assessing and informing Canadians about the risks of natural radiation in the atmosphere. In addition, the Programme houses the Toxic Substances Research Initiative, and the National Strategy on Children's Environmental Health.

### ◆ Tobacco Control Programme

The goal of the Tobacco Control Programme is to reduce death and disease due to tobacco use. The Office of Regulations and Compliance administers the Tobacco Act, which regulates the manufacture, sale, labeling and promotion of tobacco products, in order to protect Canadians, especially young people, from the health consequences of tobacco addiction. The Office of Prevention, Cessation and Education works with partners to reduce tobacco-related illness and death through prevention, protection and cessation activities and provides access to information on issues related to tobacco use and second-hand smoke. It also fosters support for tobacco control measures and contributes to an infrastructure of coordinated planning, best practices and capacity building. The Office of Policy and Planning develops the policies, strategies and frameworks that are needed to reduce tobacco use in Canada, and also promotes international cooperation for tobacco control. The Office of Research, Evaluation



and Surveillance monitors and analyzes knowledge, attitudes and behaviour with respect to smoking; monitors and analyzes tobacco sales, industry practices and consumption; and works to expand knowledge of the health effects of tobacco use.

## Information, Analysis and Connectivity Branch

The Information, Analysis and Connectivity Branch (IACB) brings together, in one organization, three key levers of the information spectrum – from the creation of the knowledge and information through analytical research to the dissemination of that information through the information highway. IACB will, at the same time, build strong information management and technology networks in the department and externally with clients and stakeholders. Through IACB, the department works to: improve the analytical basis of decision-making; develop the creative use of the information highway in the health sector and; in cooperation with the provinces and territories, the private sector and international partners, provide advice, expertise and assistance with respect to information management and information technology, planning and operations.

The Branch is comprised of five Directorates and is home to the Chief Information Officer.

### ◆ Applied Research and Analysis Directorate

ARAD is responsible for three key functions within Health Canada. The first is to support policy decision making by developing and implementing a strategic policy research agenda for medium and long-term issues, helping co-ordinate Health Canada's internal and external policy research activities, and managing a Policy Research Fund for extramural research.

### ◆ Chief Information Officer

The CIO is responsible for leading the Department's strategic IM/IT planning (including an annual work plan); establishing a common departmental architecture (including policies and standards); being a champion of the Computer Science (CS) community in fostering excellence and a shared management regime; and leading colleagues in the implementation of best practices for project management, procurement, and performance measurement.

### ◆ Information Management Services Directorate

Under the direction of the CIO, IMSD is responsible for planning, directing and coordinating the department's information/knowledge management and information

technology (KM/IM/IT) program. This includes coordination of a departmental planning process for information and knowledge management, development and management of a diversified technology architecture, and design and implementation of informatics initiatives, strategies, technologies and policies in the department.

### ◆ Government On-Line Project

GOL is the Departmental focal point for the planning and implementation of Health Canada's electronic access to key programs and services. GOL works in collaboration with Branches, Regions and Agencies to identify and develop programs and services that Canadians will be able to access electronically.

### ◆ Office of Health and Information Highway

OHII is Health Canada's focal point for all matters concerning the use of advanced information and communications technologies in the health sector. Areas of responsibility include developing and implementing major network systems, managing incentive programs, policy development, knowledge exchange, and consultative and collaborative efforts with stakeholders, including the provincial and territorial ministries of health. Priority areas are electronic health records (EHRs) and telehealth. OHII has implemented the Canada Health Infostructure Partnerships Program (CHIPP), a shared cost incentive program aimed at supporting the implementation of innovative applications of Information and Communications Technologies (ICTs) in health care delivery. As part of the Canadian Health Infostructure, OHII is responsible for overseeing the implementation and operation of the Canadian Health Network, the First Nations and Inuit Health Information System, and the National Health Surveillance Network.

### ◆ Planning & Operations Directorate

POD is responsible for providing the Branch with a range of planning and management services including strategic and operational planning; input to departmental planning documents, coordination of Access to Information requests, audit and evaluation and the provision of the full range of human resource and administrative services.

## Pest Management Regulatory Agency

PMRA is responsible for protecting human health and the environment by minimizing the risks associated with pest control products. The agency's health activities will be linked to those of other branches, with emphasis on: monitoring disease trends to provide a signal of potential health effects from pesticide exposure assessing the impact of pesticide use on the quality of the Canadian food supply regulating pesticides that

are no longer registered but find their way into the environment as contaminants. PMRA collaborates with Environment Canada, Agriculture and Agri-Food Canada, the Canadian Food Inspection Agency (CFIA), and other organizations in environmental and pesticide research and monitoring, including sustainable pest management. Branch Executive Committee. A total of 1,200 First Nations and Inuit Health Branch staff work in these regions.

## Population and Public Health Branch

Population and Public Health Branch (PPHB) is primarily responsible for maintaining systems for and carrying out surveillance and health interventions to promote health and reduce risk factors or change individuals or group behaviour so as to avoid or mitigate injury, illness or disease. The branch is also responsible for the Canada Health Network (CHN), a national Internet-based service that will provide information on health promotion, disease prevention, self care and the performance of health system.

### ◆ Centre for Chronic Disease Prevention and Control

The Centre's proposed mandate is to reduce the burden of chronic disease in Canada through building an evidence base for policies and programs, detecting and assessing chronic disease threats, and providing leadership to make the best use of available knowledge and resources for chronic disease prevention and control.

### ◆ Centre for Emergency Preparedness and Response

The Centre for Emergency Preparedness and Response (CEPR) was created as the principal contact point within Health Canada to address and consolidate the wide range of health issues stemming from natural and man-made emergencies. The Centre's responsibilities lie within the provisions of the federal government's Emergencies Act, the Emergency Preparedness Act, the Quarantine Act (soon to be integrated into the proposed Health Protection Act), the Transportation of Dangerous Goods Act, and the Department of Health Act. As well, some of its accountabilities relate to the Canada Labour Code and the Workplace Hazardous Material Information System (WHMIS). The Centre is a key player in the development and implementation of initiatives, actions and programs related to the Emergency Preparedness Policy Framework. As Health Canada's lead agency for counter-terrorism (biological and chemical), the Centre provides advice and guidance to a wide range of partners on bioterrorism and emergency response. With regard to emergency preparedness in general, it has the following functions: to develop and maintain national emergency

response plans for Health Canada; to oversee disease surveillance and risk assessment in emergencies; to undertake special projects and crisis activities as necessary; to assess the policy implications of emerging issues and threats; to represent Health Canada on issues pertaining to bioterrorism, emergency health services and emergency response. The Centre also manages the regulatory aspects of human pathogen importation and biosafety, and is actively involved in the surveillance of international disease outbreaks and in medical intelligence.

### ◆ Centre for Healthy Human Development

The Centre for Healthy Human Development (CHHD) provides leadership in the following areas: prenatal and perinatal health, healthy child and adolescent development, healthy families (including family violence), healthy aging, healthy communities, rural health, healthy lifestyles, health information for Canadians, mental health, and injury prevention. Built on the concept of a comprehensive multidisciplinary approach (physicians, epidemiologists, social scientists, health promotion experts, etc.), CHHD is responsible for developing and implementing policies and programs that address critical health issues and risk factors, with a particular focus on community capacity building and the life stages.

### ◆ Centre for Infectious Disease Prevention and Control

The Centre for Infectious Disease Prevention and Control promotes improvement in population health status in the area of infectious diseases through public health action. Its objectives are to decrease transmission of infectious disease and to improve the health status of those infected.

### ◆ Centre for Surveillance Coordination

The Centre for Surveillance Coordination will provide leadership to enhance the capability to undertake health surveillance at national, provincial and local levels. This includes coordinating branch surveillance activities, pilot projects, standard development, policy issues related to information and skills development.

### ◆ Laboratory for Foodborne Zoonoses

The Laboratory for Foodborne Zoonoses provides policy-makers and other stakeholders with scientific information and advice on minimising the risks of human illnesses arising from the interface between humans, animals and the environment with special emphasis on infections due to enteric pathogens.



## ◆ Management Planning and Operations Directorate

The Management Planning and Operations Directorate is a centre of leadership and expertise that provides branch-wide services supporting the development of programs, including: comptrollership and operational planning; evaluation of performance measurement, monitoring and reporting; training, development and organizational renewal; administrative services such as accommodations, informatics, information management, Ministerial correspondence, and grants and contributions. The Population Health Fund provides time-limited funding to Canadian voluntary non-profit organizations and educational institutions.

## ◆ Strategic Policy Directorate

Strategic Policy Directorate is accountable for horizontal management of key strategic policy files in support of and as assigned by the Assistant deputy Minister, Population and Public Health; for the integration of strategic policy initiatives with the complete array of departmental policies and programs; for managing the branch strategic planning efforts and providing strategic input to the branch business plans, priorities, expenditures forecasts and resource projections; for providing a key interlocutory role with outside resources, opinion shapers and partners; the management of specific initiatives (voluntary sector) and the development of policy and program proposals.

## Regional Directors General

Regional Directors General will become the focal point for the Department in their region, including ensuring, in their region, horizontal coordination and cohesion across both programs and issues, and in relations with provinces, territories and partners. They have also been given operational responsibility for program delivery in specific program areas.

## Information Holdings

## Program Records

### Associate Deputy Minister's Office

#### Audit and Accountability Bureau

**Description:** Information on the operations of the Health Canada internal audit unit and audit reports on Health Canada activities, systems and functions.

**Topics:** Audit policy, audit plans, audit programs and methodologies, audit findings, audit reports, Departmental Audit and Evaluation Committee, values and ethics. **Program Record Number:** HCan 001 005

## First Nations and Inuit Health Branch

### Community Health Programs

**Description:** Information on operations of health programs and services provided to or arranged for First Nations, Inuit and northern residents. **Topics:** Community health services, including treatment and public health activities; alcohol, drug and solvent abuse programs; dental services; environmental health and surveillance, whose objectives are to meet the health and safety requirements for protecting health and the environment, to improve environmental health awareness and promote sustainable development, as well as the safe transportation of dangerous goods; native involvement; administration. **Program Record Number:** HCan 002 220

### The Non-Insured Health Benefits Program

**Description:** The Non-Insured Health Benefits Program (NIHB) provides, to registered Indians and recognized Inuit and Innu peoples, a range of medically necessary goods and services, which supplement benefits provided through other private or provincial/territorial programs. **Topics:** drugs, dental care, vision care, medical supplies and medical equipment, short term mental health services, and transportation to access medical services. **Program Record Number:** HCan 002 221

## Health Policy and Communications Branch

### Communications Strategy and Planning

**Description:** Information on the Department's policies and programs, and on issues concerning the public environment within which the Department operates. **Topics:** Strategic Communications Plan; Operational Communications Plan; communications strategies; communications plans for Cabinet memoranda; media analysis reports; environmental scans. **Program Record Number:** HCan 003 087

### Federal-Provincial-Territorial Liaison

**Description:** Information on the Department's interaction with other levels of government and other departments. **Topics:** Federal-provincial territorial conferences of health ministers, federal-provincial conferences of Health Ministers and Deputy Ministers, intergovernmental committees and co-operation and liaison with federal and provincial government departments. **Program Record Number:** HCan 003 060

### Health Human Resources

**Description:** Information on strategies and targets for supply and training of physicians, criteria for accessing postgraduate medical training programs in the United States, and general planning activities related to other health human resources. **Program Record Number:** HCan 003 285



## Health Insurance

**Description:** Information on the Canada Health Act, including the Canada Health Act Annual Report; transfer payments; and aspects of the Canadian health care system. **Topics:** Accessibility; portability; universality; comprehensiveness; public administration; extra-billing; user charges; reciprocal billing; additional benefits programs; extended health care services; and the Health Insurance Supplementary Fund. **Program Record Number:** HCan 003 287

## Health Policy, Planning and Priorities

**Description:** Information on research undertaken on health issues and on analyses of proposed initiatives in the health field. **Topics:** Hospital care; medical care; cost containment; health regulations; health policy research; seniors; end of life care; health financing; home care; pharmaceuticals; new reproductive and genetic technologies; children; research; and environment. **Program Record Number:** HCan 003 085

## Health Transition Fund

**Description:** Funding for pilot and evaluation projects to provide evidence on how our health systems can be improved. **Topics:** Conferences on pharmacare, health information and home care; proceedings; FPT Working Group meetings; committee meetings; evidence for continued reform; outcomes of national pilot and evaluation projects; health inequities; home care and community based services; rural telehealth; Aboriginal issues; integration of services; design of a pharmacare program; evaluation; dissemination. **Program Record Number:** HCan 003 062

## Home Care

**Description:** Collecting Information on Home and Community Care. **Topics:** Policies, reports, committees, meetings, conferences, workshops, consultation, communication, research, studies, surveys. **Program Record Number:** HCan 003 188

## International Health

**Description:** Information on international relations by country and by organization. **Topics:** World Health Organization (WHO) and WHO fellowships; Pan-American Health Organization (PAHO); the Commonwealth; bilateral and tripartite agreements; Advisory Committee on International Health Affairs; interdepartmental relations in the international relations field; miscellaneous committees, conferences and meetings. **Access:** By country and by organization. **Program Record Number:** HCan 003 040

## International Information

**Description:** Documentation on other countries and organizations in the fields of health; exchange of information between Canada and international

organizations; personnel exchanges and visits between Canada and other countries. **Access:** By country and by organization. **Program Record Number:** HCan 003 065

## Media and Public Relations

**Description:** News releases, speeches, inquiries from media and general public, production and distribution of departmental publications, conferences and special events. **Topics:** All departmental programs and activities. **Access:** Most information is already in the public domain, available on request from headquarters and five regional communications offices. **Program Record Number:** HCan 003 088

## Quality Care Group

**Description:** Information on health system indicators and strategies for system renewal. **Topics:** Background papers, reports, policies, F/P/T activities; Departmental committee meetings. **Program Record Number:** HCan 003 030

## Women's Health Bureau

**Description:** Information on health issues of concern to women, and on environmental factors that affect their well-being. **Topics:** Mental health; drug abuse; tobacco use; reproductive health concerns; medical services for women; women's roles; economic status of Policies; reports; committee meetings and conferences; Centres of Excellence for Women's Health; International Women Health and Development (WHD) issues; socioeconomic determinants of health; gender and workplace health; family health; family violence; reproductive health; adolescent health; visible minority women; rural women; women and AIDS; women's health research; pensions and income security; poverty; aging; women with disabilities; work and family responsibilities; aboriginal women. **Program Record Number:** HCan 003 015

## Health Products and Food Branch

### Adverse Drug Reactions

**Description:** Information volunteered in confidence on suspected adverse drug reactions and on alerting and surveillance programs. **Topics:** Suspected adverse drug reactions. **Program Record Number:** HCan 004 175

### Biological Drugs

**Description:** Information on the licensing of biological drugs. **Topics:** Licensing; testing; plant inspections; submissions; plant master files. **Program Record Number:** HCan 004 145

### Chemical Safety

**Description:** Information on the development of legal standards to ensure food safety. This involves research evaluation of chemicals and food additives, as well as related factors in foods. **Topics:** Food additives;

chemical contaminants; mycotoxins; paralytic shellfish poisoning; packaging materials; incidental additives; natural food components. **Program Record Number:** HCan 004 110

### **Food Regulatory, International and Inter-Agency Affairs**

**Description:** Information on the development of regulatory policy; regulatory review and reform; liaison with industry; international and domestic food standards; import surveillance strategy and processing of regulatory amendments. **Topics:** Codex Alimentarius; food standards; food ingredients. **Program Record Number:** HCan 004 105

### **Food Safety Assessment**

**Description:** Information on the effectiveness of the Canadian Food Inspection Agency's programs and activities aimed at contributing to the safety and nutritional quality of the food supply. Activities are based on Health Canada's Policy for the Food Safety Assessment Program. **Topics:** **Program Record Number:** HCan 004 116.

### **Health Products and Food Litigation**

**Description:** Information on the operations of the Health Products and Food Litigation Secretariat which supports Health Canada and Department of Justice in managing an effective response to current litigation and legal risks. **Topics:** establishment of the Litigation Secretariat; document collection and production; individual litigation case files by issue; analysis of acts, regulations, and legislation pertaining to litigation issues; management of legal risk. **Program Record Number:** HCan 004 117

### **Human Nonprescription Drugs**

**Description:** Information on the review of the safety, efficacy and quality of other over-the-counter drugs and their availability. **Topics:** Disinfectants; vitamins; minerals; advertising; labelling; drug identification numbers. **Program Record Number:** HCan 004 125

### **Medical Devices**

**Description:** Inventory of Medical Devices in the Canadian Market Place; information on the safety and effectiveness of new devices; the development of essential performance and safety standards; labelling; and correction or regulatory action in response to evidence of device failures. **Topics:** Device recalls and problems, performance and test data; class studies; standards; notification; media broadcast scripts; interactions with provincial departments and associations; advisory committees; coroners' inquests; regulations; international transactions; premarket review and clinical studies. **Program Record Number:** HCan 004 195

### **Microbial Hazards**

**Description:** Information on microbial hazards in the food supply, including: developing methods to determine the type and extent of microorganisms in foods; evaluating the significance of contamination; setting standards for microbial quality of foods; promoting voluntary compliance by manufacturers; and the Compendium of Analytical Methods, a reference of methods used by the Health Products and Food Branch (HPFB) of Health Canada for the microbiological safety and general cleanliness of foods. **Topics:** Microorganisms; microbial toxins; contaminated foods; food poisoning; extraneous matter; potentially hazardous foods. **Program Record Number:** HCan 004 115

### **National Surveillance Transition**

**Description:** In light of emerging challenges to public health, and the pressures of increasing globalization, some of HPFB's regulatory and organizational structures must change. It will do this by employing leading edge science and expertise, new technologies for information management and surveillance, and by creating a contemporary and streamlined legislative foundation. The Transition Team will help to strengthen Health Canada and its partners, to better manage risks to the health of Canadians into the next century. The Team also provides support to the Science Advisory Board. **Topics:** Information management, legislative renewal, program delivery models, risk management, the Science Advisory Board, science core, and surveillance. **Program Record Number:** HCan 004 128

### **Nutritional Sciences**

**Description:** Information on the regulations respecting the nutritional qualities of foods, including research and evaluation; the voluntary compliance by manufacturers with standards; and the promotion of consumer selection and use of food that takes account of all nutritional considerations. **Topics:** Nutrients; nutritional quality of food; nutritional surveillance. **Program Record Number:** HCan 004 120

### **Nutrition for Health**

**Description:** In collaboration with partners, implementation of "Nutrition for Health: An Agenda for Action" which serves as a national framework to promote the nutritional health of Canadians. Information on initiatives to public and professionals to increase awareness and adoption of healthy eating practices which include eating a variety of food, eating less fat and salt and reaching and maintaining a healthy body weight. **Topics:** Canada's Guidelines for Healthy Eating; Canada's Food Guide to Healthy Eating; Focus on Preschoolers; the Vitality initiative, and preconception and prenatal nutrition guidelines. **Program Record Number:** HCan 004 310



## Veterinary Drugs

**Description:** Information on the safety and effectiveness of veterinary drugs available in Canada; the cause and treatment of animal diseases; adverse reactions; drug residues in food derived from livestock; medicated feeds requests; and authorization for research, testing and treatment. **Topics:** Veterinary medicines; chemotherapy of animal disease; medication of livestock feeds; advertising; labelling. **Program Record Number:** HCan 004 140

## Healthy Environments and Consumer Safety Branch

### Alcohol, Drugs, and Dependency Issues

**Description:** Information on substance abuse, prevention, treatment and rehabilitation, research, policies patterns trends, risk factors, consequences, best practices, national coordination, and international collaboration. Information on substance abuse, prevention, treatment and rehabilitation, research, policies patterns trends, risk factors, consequences, best practices, national coordination, and international collaboration. **Topics:** Canada's Drug Strategy; Canada's Alcohol and Other Drugs Survey; Harm Reduction; Alcohol and Other Drugs Issues. **Program Record Number:** HCan 005 320

### Chemical Hazards

**Description:** Information on hazards associated with chemicals and microbiological agents in the environment. The quality of the indoor and ambient environment. **Topics:** Air; drinking and recreational water; Great Lakes — St. Lawrence — Arctic; UFFI; industrial chemicals (PCBs, waste sites, dioxins); pest control products; environmental pollutants; acid rain; ozone levels. **Program Record Number:** HCan 005 190

### Consumer and Clinical Radiation Hazards

**Description:** Files on the testing and evaluation of X-ray and non-ionizing radiation emitting devices; consumer products that emit radiation; occupational exposure and surveys. **Topics:** X-rays; non-ionizing radiation (including ultrasound, VDTs, electromagnetic fields, lasers, ultraviolet); radiation medicine; radiobiology. **Program Record Number:** HCan 005 210

### Controlled Substances

**Description:** Information on the development of control policies regarding the social use of psychoactive drugs (cannabis), by working with other federal and provincial departments to develop legislation to minimize illegal use of psychotropic drugs. **Topics:** Cannabis, psychoactive drugs — legislation to minimize illegal use of psychotropic drugs. **Program Record Number:** HCan 005 151

## Cosmetics

**Description:** Information on imports, exports, regulations and rulings as well as files on contamination, additives, preservatives, adverse reactions, sale and enquiries regarding product safety, availability and ingredients. **Topics:** Cosmetics; additives; preservatives; contamination; cosmetic notification; Microbial (bacterial) contamination, as well as the risks associated with Transmissible Spongiform Encephalopathies (TSEs, or Mad Cow Disease) and cosmetics and personal care products. **Program Record Number:** HCan 005 135

## Environmental Assessment Public Registry

**Description:** Information on projects carried out by Health Canada and which have undergone an environmental assessment consistent with the requirements of the Canadian Environmental Assessment Act. **Topics:** Nursing Stations, Facility Transfers. **Program Record Number:** HCan 005 203

## Environmental Radioactivity Hazards

**Description:** Information on levels of man-made and natural radioactivity in the environment, on resulting human exposures, on measurement of internal exposures to workers and segments of the general population, and on preparedness to respond to major nuclear accidents. **Topics:** Environmental radioactivity, Federal Nuclear Emergency Response Plan, National Calibration Reference Centres for Bioassay and In-Vivo Monitoring, National Radioactivity Monitoring Network, radon, uranium, Chernobyl (effects on Canada), Great Lakes, Arctic, guidelines, drinking water, waste management, environmental impact assessment. **Program Record Number:** HCan 005 205

## Human Prescription Drugs

**Description:** Information on the safety, efficacy, quality and control of prescription drugs and their availability. **Topics:** Submissions and evaluations on new drugs, investigational new drugs, emergency drugs, drug identification number submissions, and health hazard evaluations. **Program Record Number:** HCan 005 130

## Narcotics, Controlled and Restricted Drugs and Targeted Substances

**Description:** Information on the medical and scientific use of these drugs; misuse and abuse; monitoring of distribution; diversion of legal drugs. **Topics:** Co-operation and liaison with provincial licensing bodies and professional associations; purchase records of hospitals, licensed pharmaceutical companies, provincially registered practitioners, pharmacists; analysts and researchers, transportation and shipment; illicit use and trafficking; hospitals and penitentiaries; military medical establishments; enforcement investigating and prosecution; United Nations Narcotic Commission; legal agents; liaison with other federal and



provincial departments, foreign countries, educational institutions; prescribing of narcotics and controlled drugs by foreign-registered health professionals in Canada, nurse practitioners, podiatrists and others.

**Program Record Number:** HCan 005 150

### New Substances Assessment and Control

**Description:** Information on hazards associated with new chemicals and biotechnology products in the environment, that have been notified to the government under the New Substances Notification Regulations.

**Topics:** **Program Record Number:** HCan 005 156

### Occupational and Environmental Health Services

**Description:** Information on occupational health programs in the public service, including environmental surveillance of workplaces, medical examinations of public servants and other persons, counselling and advisory services, the Employee Assistance Program and first aid and emergency treatment. **Topics:** Environmental surveillance; methods, requirements, reports of inspections carried out; medical examinations; pre-employment and periodic, examinations for superannuation purposes, techniques, requirements, special examinations; correspondence relating to individuals, including medical review board proceedings; counselling and advisory services — Employee Assistance Program; policies, training, techniques, conferences, first aid and emergency treatment.

**Program Record Number:** HCan 005 225

### Occupational Radiation Hazards

**Description:** Information on the measurement of occupational exposure of workers to ionizing radiation and studies involving all types of ionizing and non-ionizing radiation which affect the health of the population of Canada. **Topics:** National Dose Registry.

**Record Number:** HCan 005 200

### Consumer Product Safety

**Description:** Information on compliance, enforcement and testing, statistical data and programs within product safety. **Topics:** Standardization control; correspondence; liaison with associations; societies; institutions; boards; councils; commissions; committees; Hazardous Products Act and Workplace Hazardous Materials Information system (WHMIS) legislation; injury data and statistics; Canadian accident injury reporting and evaluation (CAIRE); labelling; publicity projects; regulations; reports; Hazardous Products Program Review. **Program Record Number:** HCan 005 070

### Psychoactive Drugs

**Description:** Information on the development of control policies regarding the social use of psychoactive drugs (cannabis), by working with other federal and provincial departments to develop legislation to

minimize illegal use of psychotropic drugs. **Topics:** Cannabis, psychoactive drugs — monitoring of use and attitudes, health effects, and legislation. **Program Record Number:** HCan 005 160

### Tobacco

**Description:** Files on the development of control policies regarding tobacco products, their use, and health effects, by working co-operatively with other federal departments, provincial departments and interest parties on the development of legislation (including enforcement), practices. Information on tobacco control issues including research, and programming for smoking prevention, cessation and protection funded by Health Canada and in collaboration with provinces and voluntary health agencies. **Topics:** Smoking in the workplace, environmental tobacco smoke, smoking behaviour of Canadian adolescents and adults. Tobacco — monitoring of use and attitudes, health effects, chemical properties, economics, sale, and legislation. **Program Record Number:** HCan 005 315

### Workplaces

**Description:** Information on a comprehensive Workplace Health System framework and related models. **Topics:** Workplace models; needs assessment instruments; workplace health and environment issues; the Corporate Challenge and the Corporate, Small and Farm Business Health Models; the needs of various employee populations. **Program Record Number:** HCan 005 326

## Information, Analysis and Connectivity Branch

### Departmental Library Services

**Description:** Library holdings in the Finance Building. **Topics:** Full range of health topics. **Program Record Number:** HCan 006 025

### Evaluation Reports

**Description:** Information on the relevance of key departmental policies and programs, their success in achieving their objectives, and their cost-effectiveness compared to alternatives. **Topics:** Completed reports on evaluations of selected departmental policies and programs. **Storage Medium:** Paper and computer files. **Program Record Number:** HCan 006 010

### Access to Information and Privacy

**Description:** Access to Information and Privacy, and information collection activities. **Topics:** Access to Information and Privacy requests; information collection. **Program Record Number:** HCan 006 092

### National Health Research and Development Program (NHRDP)

**Description:** Information (i.e. final reports, statistics and manuals) on contributions in support of health research activities. **Topics:** population health; health impact of public policies; renewal and restructuring of the health system; research on new methodologies and research on transfer and uptake of knowledge. **Program Record Number:** HCan 006 335

### Office of Health and Information Highway

**Description:** Information (i.e. reports, manuals, program documentation, dockets, etc.) pertaining to the renewal and restructuring of the Canadian health system through the application of information and communications technologies. **Topics:** Canada Health Infoway, Canadian health infostructure, Canadian Health Network, Canada Health Infostructure Partnerships Program, Health Infostructure Support Program, Privacy and the protection of personal health information, Telehealth, Electronic Health Records, Health Surveillance, First Nations Health Information Systems, Advisory Council on Health Infostructure, Advisory Committee on Health Infostructure. **Program Record Number:** HCan 006 334

## Pest Management Regulatory Agency

### Ingredients in Pesticides

**Description:** Information on the evaluation of pesticides and on suggested precautions for their use. **Topics:** Product chemistry; toxicology; metabolism; residues; environmental chemistry; toxicology and efficacy. **Program Record Number:** HCan 007 098

### Inspection and Compliance

**Description:** Information on the development, implementation and monitoring of a national field compliance program for registered pesticides. **Topics:** Monitoring; Investigating; enforcement; verifications; sampling. **Program Record Number:** HCan 007 099

### Pest Control

**Description:** Relates to pest control programs, diseases and parasites of plants and animals, control methods for specific pests, test data. **Topics:** Policies and general information on pest control; adjuvants; hard surface antimicrobials; industrial slime; invertebrate and vertebrate pests; materials preservation; plant diseases; water bodies; weed and plant growth control; wood preservation. **Program Record Number:** HCan 007 081

### Pesticide Research Groups

**Description:** Permits to conduct research on new or registered products. **Topics:** Policies and general information on research permits and submissions. **Program Record Number:** HCan 007 082

### Pesticide Statistics

**Description:** Relates to numerical information about the number of registered pesticides, submissions, and uses. **Topics:** Policies and general information on statistics and product developments and registrations; and uses. **Program Record Number:** HCan 007 083

### Registration and Fees

**Description:** Information on the registration of pesticides under the Pest Control Products Act. **Topics:** Application for registration; chemical; specification forms; product labels; registrant correspondence; pesticide registration review; technical and scientific data in support of pesticide evaluation; evaluation and registrations: the following database: Regulatory information on Pesticide Products. This database is provided to the Canadian Centre for Occupational Health and Safety. **Access:** Files arranged by registrant code and registration number. **Program Record Number:** HCan 007 097

### Regulatory Communication

**Description:** Includes guidelines and procedures relative to the dissemination of technical information via various media. **Topics:** Regulatory communication; computer systems; presentations; publications; regulatory information by telephone. **Program Record Number:** HCan 007 095

### Regulatory Liaison

**Description:** Relates to national and international aspects of pesticide management, coordination of policies and regulatory activities. **Topics:** Regulatory liaison with federal, foreign, international, national and provincial organizations and governments. **Program Record Number:** HCan 007 096

## Population and Public Health Branch

### Aboriginal Head Start Initiative

**Description:** AHS is an early intervention strategy which addresses the needs of young Aboriginal children 0-6 living in urban centres and large northern communities. Projects are locally controlled and administered by Aboriginal non-profit organizations with programs designed to meet the spiritual, emotional, intellectual and physical needs of the child. **Topics:** Culture and Language, Education, Health promotion, Nutrition, Social support programs, Parental involvement. **Program Record Number:** HCan 008 430

### Breast Cancer

**Description:** The Canadian Breast Cancer Initiative (1993-1998) and the Renewed Canadian Breast Cancer Initiative (1998-2003) works in partnerships with key stakeholders from the provincial territorial governments, health professionals, care providers, associations, researchers, educators, consumers and support



groups, the private sector and women affected by breast cancer. The goals of the Initiative are to reduce both the incidence of breast cancer in Canada and the mortality rate, and to improve the quality of life of those directly and indirectly affected by breast cancer from prevention to palliative care. The Renewed Initiative works through five linked components: the Canadian Breast Cancer Research Initiative; Prevention, Early Detection and Quality Screening; Surveillance and Monitoring; Enhancing Quality Approaches to diagnosis, Treatment and Care; Community Capacity Building; and Evaluation and Coordination. **Topics:** Prevention; Early Detection and Screening; Quality Management; Information Systems; Education; Awareness Raising and Recruitment; Treatment and Care; Support, Advocacy, Community Capacity Building and Networking; Policy Issues. **Program Record Number:** HCan 008 260

#### Canada Prenatal Nutrition Program

**Description:** Information on CPNP, a program which funds community based coalitions and agencies to establish, deliver or enhance services for at-risk pregnant women in order to improve birth outcomes. CPNP is targeted at pregnant women most likely to have unhealthy babies because of poor health and nutrition. **Topics:** Prenatal Nutrition, Prenatal Care, Lifestyle Counselling. **Program Record Number:** HCan 008 435

#### Canadian Strategy on HIV/AIDS

**Description:** The Canadian Strategy on HIV/AIDS is a pan-Canadian strategy based on collaboration among all levels of governments, communities, non-governmental organizations, professional groups, institutions and the private sector. **Topics:** Prevention; community development and support to national non-governmental organizations; care, treatment, and support; research; surveillance; legal, ethical and human rights issues; international collaboration; Aboriginal health and community development; Correctional Service Canada and consultation, evaluation, monitoring and reporting. **Program Record Number:** HCan 008 290

#### Cancer

**Description:** This Division develops and conducts cancer surveillance programs which address issues across the "lifecycle" of cancer ranging from the underlying causes of cancer to access to palliative care. The outcome of these programs will provide measurement tools needed to assess needs, priorities and progress in cancer prevention and control through the creation and strengthening of Canadian information and intelligence on determinants of cancer, impact and trends, and population access to effective interventions. The Division assists decision-makers in the formulation of policies for the adoption and diffusion of effective

cancer prevention and control practices in Canada. The Division encourages and participates in multi-agency and multi-disciplinary activities to support actions needed to improve national cancer surveillance systems, facilitates and coordinates development of a clearly defined national cancer prevention and control strategy including goals, objectives and strategies, and recommendations for action based on new research/surveillance findings. **Program Record Number:** HCan 008 100

#### Cardiovascular Disease

**Description:** Information on cholesterol; professional education; and the Heart Health Initiative, including policy development and the promotion and support of heart health programs and demonstration projects in collaboration with provincial jurisdiction and the voluntary, professional, scientific and private sectors. **Topics:** Develop information on Cholesterol, High Blood Pressure, Diabetes, Tobacco Use and Physical Inactivity, and obesity as modifiable risk factors for cardiovascular disease. Coalition building and management; research on prevention policy; coalition and dissemination of heart health interventions, children and youth, disadvantaged groups, social marketing, integrated approaches to CVD prevention at the community level, prevention and control of elevated blood cholesterol and high blood pressure. **Program Record Number:** HCan 008 265

#### Centres of Excellence for Children's Well-being

**Description:** Information on the Centres of Excellence for Children's Well-being program, which was created with a mandate to improve Canadian's understanding of, and responsiveness to, the physical and mental health needs of children and the critical factors for healthy child development. Each of the five Centres focusses on a different issue associated with child and youth well-being: child welfare, communities, early childhood development, special needs, and youth engagement. Each Centre is responsible for: collecting and analysing data, conducting original research, providing policy advice, disseminating information, and developing networks of individuals and groups who are working on the same issue. **Topics:** children, early child development, health, youth engagement, disabilities, special needs, child welfare, child and youth centred communities, policy issues, research. **Program Record Number:** HCan 008 338

#### Cervical Cancer

**Description:** The Cervical Cancer Prevention Network (CCPN) is a network of federal, provincial, territorial, and non-governmental representatives which has been established to foster the development of provincially based organized quality screening programs in Canada and the development and use of information systems to enable monitoring and evaluation of the programmes



through the activities of three working groups: the Quality Management Working Group, the Recruitment Working Group, the Information Systems Working Group. **Topics:** Prevention; Early Detection and Screening; Quality Management, Information Systems; Policy Issues; Awareness Raising and Recruitment.

**Program Record Number:** HCan 008 333

### Chronic Respiratory Diseases

**Description:** Co-ordination of a national approach to the prevention and effective management of chronic respiratory disease in Canada. **Topics:** National strategic plan in partnership with national coalitions for asthma and Chronic Obstructive Pulmonary Disorder (COPD), surveillance, population-based research on determinants of respiratory disease, dissemination of information on respiratory disease prevention and management. **Program Record Number:** HCan 008 317

### Community Action Program for Children

**Description:** Information on CAPC, a targeted program which funds community based coalitions and agencies to establish and deliver services to meet the developmental needs of children, ages 0 to 6, and their family's living in conditions of risk; also information and reports on the evaluation of CAPC-funded projects.

**Topics:** Parent training and support, child injury, child development, child health, prevention of abuse and neglect. **Program Record Number:** HCan 008 337

### Diabetes

**Description:** The Diabetes Division is responsible for delivering three of the four components of the Canadian Diabetes Strategy. The four components are: Prevention & Promotion; National Coordination; National Diabetes Surveillance System; and the Aboriginal Diabetes Initiative – the latter under the purview of the First Nations and Inuit Health Branch. The major goals of the Canadian Diabetes Strategy are to address the health concerns of diabetes for the entire Canadian population, with prevention and promotion as major elements; working in partnership, to increase awareness and education of diabetes, its complications and major risk factors; share best practices; coordinate and lead diabetes efforts nationally; and assist community based prevention projects. The Division does not house any records. **Program Record Number:** HCan 008 331

### Disease Prevention

**Description:** Information on diseases, medical conditions and research; and public health policy. The Disease Intervention Division is a member of the Chronic Disease Prevention Alliance, a conglomerate of non-governmental organizations and government agencies interested in developing an organized,

integrated system of chronic disease prevention for Canada. The Division is also the lead on an intra-departmental working group on the primary prevention of chronic disease that seeks to synergise departmental efforts in the areas of chronic disease prevention.

**Topics:** Chronic disease prevention policy, coalition building, needs assessment, stakeholder involvement, community empowerment. **Program Record Number:** HCan 008 295

### Division of Aging and Seniors

**Description:** Focal point for information and centre of expertise on federal programs, services and organizations of benefit to seniors. **Topics:** Advice, education, information, policy development, liaison and partnerships; program development; operations; aging related diseases; issues of aging and the health and well-being of seniors. **Program Record Number:** HCan 008 259

### Division of Aging and Seniors — National Advisory Council on Aging

**Description:** Information on subjects related to the quality of life of older Canadians. **Topics:** Policy statements; reports; writings in gerontology; discussion papers; newsletter. **Program Record Number:** HCan 008 095

### Early Child Development

**Description:** Information on the Early Childhood Development Initiative (a key priority under the National Children's Agenda) which was supported at the First Ministers' Meeting in September, 2000. Beginning in April 2001, the Government of Canada will increase transfers to the provinces and territories by \$2.2 billion over the next five years to build on existing services and supports that promote early childhood development. Provincial and territorial governments have agreed to use this increased funding to: promote healthy pregnancy, birth and infancy; improve parenting and family supports; strengthen early childhood development, learning and care; and strengthen community supports. All governments have agreed to report publicly on their progress, and on how children are faring, which will allow governments, and Canadians, to track progress in improving the well-being of young children. Governments have also agreed to work together on research and knowledge on ECD and to share information on effective practices to improve child outcomes. Information on the expenditures of federal departments and agencies related to ECD. **Topics:** Children, policy issues, child welfare, indicators, health, inter-governmental issues, social policy, healthy pregnancy, maternity care, parenting, breastfeeding. **Program Record Number:** HCan 008 336

## Emergency Services

**Description:** Files on the functions of this planning and coordinating body for cases of national emergency. Central capability is achieved by interdepartmental orientation and the continual updating of the national emergency health plan; coordination with the plans of other departments is effected through Emergency Planning Canada and the Privy Council Office; coordination with provincial plans is achieved through an annual federal-provincial meeting. Ongoing training and education programs provide for implementation of changes and continuity. Co-ordinate and support First-Aid training in the N.C.R. **Topics:** Establishment, development and maintenance of national capability to provide essential health services in an emergency; establishment and maintenance of a stockpile of health supplies as part of the Department's responsibility for war planning and for assistance to provincial and municipal governments; development and operation of training courses on emergency planning and survival. Programs to ensure office procedures are followed and accounting practices are maintained. **Program Record Number:** HCan 008 255

## Environments for Health

**Description:** Information on improving natural and built environmental conditions for better health including, information on the Healthy Environment Program and the Active Living and the Environment Program. **Topics:** Built environments, natural environments, population health, air quality, water quality, transportation, urban planning, ultra-violet radiation, gardening, active living, pesticides, urban sprawl, Healthy Environment Program, Active Living and the Environment Program, recreation, housing, safe and accessible environments. **Program Record Number:** HCan 008 268

## Fetal Alcohol Syndrome / Fetal Alcohol Effects

**Description:** In 1999, \$11 million over three years was allocated to enhance FAS/FAE activities related to: public awareness and education; training and capacity development; early identification and diagnosis; coordination; surveillance; and a strategic project fund administered by the Population Health Fund. Health Canada, through its national and regional offices, works in collaboration with Provincial/Territorial governments, a National Advisory Committee, a National First Nations and Inuit CPNP/FAS/E Steering Committee, and other federal Departments on various FAS/FAE activities. **Topics:** healthy pregnancy, FAS/FAE, social marketing, information for professionals and front-line workers, funding. **Program Record Number:** HCan 008 271

## Field Epidemiology

**Description:** This Bureau was created in September 1995 to support directorate, branch and departmental surveillance activities by monitoring the health status of Canadians and associated health determinants and to

provide infrastructure support for CIDP&Cand CSC, branch and departmental surveillance programs. **Topics:** The activities of the Bureau are diverse and involve both national and international data collection and information exchange. **Program Record Number:** HCan 008 108

## F/P/T Advisory Committee on Population Health

**Description:** The Federal / Provincial / Territorial Advisory Committee on population Health (ACPH) is a senior policy advisory committee reporting to the FPT Conference of Deputy Ministers of Health. The goal of ACPH is to address major issues that affect the health and well-being of Canada's population as a whole, as well as groups with less favourable health status. **Topics:** National Strategy for Healthy Child Development, National Population Health Goals, Public Health, Report on the Health of Canadians. **Program Record Number:** HCan 008 269

## Health Canada / Veterans Affairs Canada Falls Prevention Initiative

**Description:** Health Canada and Veterans Affairs Canada have established a community-based, health promotion pilot initiative to help identify effective falls prevention strategies for veterans and seniors. A total of \$10 million have been committed over a four-year period, from FY 2000-2001 to FY 2003-2004, to pilot community projects in three regions-Atlantic Canada, Ontario and British Columbia-as well as at the national level. The funds will be distributed through Health Canada's Population Health Fund. **Topics:** Falls, falls prevention, seniors, veterans, caregivers. English web pages: [www.hc-sc.gc.ca/seniors-aines/hcvac/toc\\_en.htm](http://www.hc-sc.gc.ca/seniors-aines/hcvac/toc_en.htm). **Program Record Number:** HCan 008 274

## Health Promotion

**Description:** Health Promotion and Population Health are linked areas of health policy. Since the early 1970's Health Canada has been an internationally renowned player for its work in the field of Health Promotion. Since the mid 1990's Health Canada's main policy direction has evolved from Health Promotion to a Population Health Approach. Health Promotion includes five key strategies: building healthy public policy; creating supportive environments; strengthening community action; developing personal skills; and reorienting health services. Three of these strategies – building healthy public policy, creating supportive environments, and reorienting health services are better addressed from a population health's systematic approach and responding to new evidence on the role played by the broad range of social, economic and environmental determinants in improving overall health. **Program Record Number:** HCan 008 276

## Health Surveillance and Epidemiology

**Description:** This Division, in partnership with many stakeholders (government agencies, non-governmental



organizations, academic centres, international agencies) conducts national surveillance of selected child and reproductive health issues including data collection, analysis and response. Response activities include information dissemination, policy development, prevention / intervention programs and targeted epidemiologic risk assessment studies. **Topics:** Maternal and Infant Health Surveillance and Epidemiology, Injury Surveillance and Epidemiology, Child Maltreatment Surveillance and Epidemiology. **Program Record Number:** HCan 008 172

### Healthy Child Development

**Description:** The focus is on healthy child development with a focus on the determinants of health, including physical, social, economic and mental/emotional health and well-being, family support, healthy, safe and non-violent environments, and international treaties and obligations such as Children's rights. **Topics:** Children's rights, UN Convention on the Rights of the Child, mental health, media literacy, children's environmental health, injury prevention, active living, healthy eating, parent support and education, international treaties dealing with children, etc. **Program Record Number:** HCan 008 171

### Healthy Living and Environments

**Description:** Information on financial and technical support and services to provinces/territories, national organizations, communities and individuals to maintain and improve the health and well-being of Canadians through increased levels of physical activity. **Topics:** National organizations; strategic plans, models and policies; research; planning and evaluation; discussion papers; target-group-specific leadership initiatives; equity and access; financial and technical support to services and programs; ParticipACTION; fitness target groups — youth, older adults, employees and persons with a disability; Canadian Fitness and Lifestyle Research Institute; professional development practicum; fitness leadership; Federal — Provincial — Territorial Fitness Committee; Active Living Canada; consultations with the physical activity milieu. **Program Record Number:** HCan 008 420

### Hepatitis C

**Description:** The Hepatitis C Division was established in December 1998 to design, develop and implement programs that will prevent hepatitis C infection, support people infected with or affected by the disease and increase public awareness; as well as to manage the financial arrangements for the Settlement Agreement. The Division administers the \$50 million Hepatitis C Prevention, Support and Research Program; a special transfer to the provinces of \$300 million over 20 years; and \$25-50 million to cover half the cost of provincial/territorial hepatitis C look-back/trace-back initiatives. The Division acts as the focal point for a

population health approach to Hepatitis C — and ensures a coordinated and integrated federal response to this issue. **Program Record Number:** HCan 008 421

### HIV/AIDS, STD & TB

**Description:** This Bureau conducts national surveillance, field investigations, development of laboratory science and applied research of the epidemiology related to HIV/AIDS, STD & TB; directed at identification and quantification of risks, assessment of proposed prevention strategies and the evaluation of existing surveillance, prevention and control activities. Investigation of HIV, STD & TB disease outbreaks are carried out as well as development of recommendations for their control. As a UNAIDS Collaborating Centre, the Bureau is involved in international activities that include providing assistance worldwide to support the establishment of harmonized international standards for clinical immunology and facilitate regional cooperation to improve HIV/AIDS, and TB prevention and control programs in developing countries to reduce the HIV/AIDS/TB epidemics. The Bureau guarantees the quality of HIV testing in Canada, introduces new HIV testing technology and develops guidelines/recommendations for HIV/AIDS, STD & TB control in Canada through the coordination of a network of scientific experts, public health officials and advisory committees / working groups. The Bureau disseminates timely information related to public health needs, priorities and strategies. **Program Record Number:** HCan 008 131

### Infectious Diseases

**Description:** Surveillance for and research on the epidemiology of infectious diseases directed at identification and quantification of risks, assessment of proposed prevention strategies and evaluation of existing surveillance, prevention and control activities. Coordination of a network of scientific experts, public health officials and advisory committees / working groups to develop guidelines / recommendations for selected topics and to investigate diseases of provincial and/or national importance. Furthermore, the Blood-Borne Pathogens Division is involved in blood safety and xenotransplantation issues pertaining to transmission of infectious, chronic and degenerative diseases. **Topics:** Immunization, foodborne, waterborne and enteric diseases, nosocomial and occupational infections, respiratory diseases and bloodborne pathogens. **Program Record Number:** HCan 008 132

### Mental Health Promotion

**Description:** The overall goal of the Mental Health Promotion Unit is to integrate mental health promotion principles in healthy public policy, and to facilitate research, knowledge development, evaluation, and innovative projects which promote and improve mental health and well-being, within a variety of environments. **Topics:** Mental health status of Canadians, mental



health policy, mental health promotion practices, youth empowerment, community empowerment, suicide prevention, international network for mental health promotion. **Program Record Number:** HCan 008 270

### **Microbiology**

**Description:** This Bureau provides provincial public health laboratories and tertiary care hospitals with state-of-the-art diagnostic and reference laboratory services related to infectious diseases. Its National Laboratories in Winnipeg and National Centres located across the country form a nation-wide public health laboratory network thereby providing access to a comprehensive range of quality laboratory services. In addition, some programs organized through the World Health Organization (WHO) and the Pan American Health Organization (PAHO) provide laboratory health care and services to the international community. **Topics:** Bacterial and viral diseases, Biorepository and International Patent Depository Authority. **Program Record Number:** HCan 008 180

### **Middle Childhood and Adolescence**

**Description:** The focus is on research, knowledge development and dissemination, consensus building and policy development activities, focussed primarily on the middle childhood and adolescence (6 to 18) stages of development, both nationally and internationally. Includes supporting opportunities and choices for youth and inter-sectoral collaboration with communities, governments and the private sector. Information on the Health Behaviours in School-Aged Children Survey and models, such as the School Health Model and Comprehensive School Health. **Topics:** Adolescent engagement and empowerment, Comprehensive School Health, School Health Model, Health Behaviours in School-Aged Children Survey, identity development, adolescent attachment. **Program Record Number:** HCan 008 182

### **National Children's Agenda**

**Description:** The National Children's Agenda (NCA), a co-operative effort by federal, provincial and territorial governments, was established to ensure that all Canadian children have the best opportunity to develop their potential. The governments' "shared vision" of the Agenda includes goals for all Canadian children: to be healthy (physically and emotionally), safe and secure, successful at learning, socially engaged and responsible. The vision also identifies six areas in which collaboration by governments could enhance child well-being: enhancing early child development; supporting parents and strengthening families; improving income security for families; providing early and continuous learning experiences; promoting healthy adolescent development; and creating safe, supportive and violence-free communities. Information on the process followed, results of the public dialogue held in 1999, and the

revised vision issued in June 2000 by the FPT Ministerial Council on Social Policy Renewal. Working together, the governments of Canada are making progress in two important areas: fighting child poverty (through the National Child Benefit) and promoting early childhood development (through the Early Childhood Development Initiative). **Program Record Number:** HCan 008 184

### **National Clearinghouse on Family Violence**

**Description:** National resource centre for all Canadians seeking information about and solutions to violence within the family and in other relationships of trust, dependency or intimacy. The Clearinghouse gathers and organizes existing information and develops and disseminates new informational materials. Clients, including professional service-providers and other front-line workers, researchers, community groups, politicians and media representatives, can access all Clearinghouse services and publications free of charge throughout Canada in both English and French. **Topics:** Prevention, treatment, training and research related to family violence. Areas include woman abuse, child abuse, abuse of older adults, dating violence, youth violence, and husband abuse. **Program Record Number:** HCan 008 313

### **National HIV/AIDS Laboratories**

**Description:** The National HIV/AIDS Laboratories include the National Laboratory for HIV Reference Services (provides quality assurance programs for diagnostic testing and reference service testing to Canadian HIV laboratories, the National Laboratory for HIV Genetics (carries out viral strain and drug resistance surveillance), the National Laboratory for HIV Pathogenesis (explores how HIV and potentially other viruses cause disease, through the use of a primate model tests potential prophylactic and therapeutic HIV vaccines, emerging retrovirus surveillance) and the National Laboratory for Analytical Cytometry (technology development, quality assurance program in clinical immunology and quality control for the Canadian Clinical Trials Network). **Topics:** The detection of HIV infection, particular HIV strains and the measurement of changes in the immune system related to HIV infection; studies on the pathogenesis of HIV infection and HIV vaccine development, detection of emerging retroviral threats to Canadians. **Program Record Number:** HCan 008 185

### **Office of Rural Health**

**Description:** The Office of Rural Health provides Department-wide strategic leadership and coordination to improve the health of citizens in rural and isolated areas of Canada. The Office provides expert advice to the Department on issues related to rural health promotes action by other federal government departments and agencies on rural health; and

establishes partnerships or liaises with provincial and territorial governments, rural stakeholders, professional organizations and other federal departments and agencies on rural health issues. The Office is the Departmental focal point on research and initiatives to advance rural health, and promotes the use of the "rural lens" in the development of departmental programs and policies. **Program Record Number:** HCan 008 186

#### Office of Special Health Initiatives

**Description:** This Office provides program development for new or re-emerging public health issues through developmental and initial administrative support functions. **Topics:** Tuberculosis Prevention and Control: All provinces and territories participate in this system by forwarding data relating to all reported cases of new active and reactivated TB cases in their jurisdiction to the TB Control Program and produces annual reports containing various analyses on the data, Global health intelligence, global and regional electronic information highways, HIV/AIDS, emerging pathogens, migration health and enforcement of the Quarantine Act.

**Program Record Number:** HCan 008 170

#### Population Health Approach

**Description:** The Population Health Approach towards health policy building evolved from Health Canada's Health Promotion Policy Development activities of the 1990s. Strategies are now being employed to integrate the approach into broader Health Canada activities in order to inform Canadians about both the approach and population health initiatives. This to ensure that the population health approach is considered and included in the broader federal political agenda to position population health as the new vision for health in the next century. These strategies include a conceptual framework for thinking about health; decisions that are guided by a consideration of the evidence; a framework for taking action; actions targeted at the societal, community, structural or system level; and requirements of collaboration between multiple sectors. **Program Record Number:** HCan 008 328

#### Population Health Fund

**Description:** The Fund is designed to support time-limited projects sponsored by Canadian voluntary not-for-profit organization and educational institutions. The goal of the Population Health Fund is to increase community capacity for action on or across the determinants of health. **Topics:** Identified priorities in the following life stages: childhood and adolescence; early to mid-adulthood; and later life. For further information refer to the Population Health Fund Guide for Applicants – 2001 at [www.hc-sc.ca/hppb/phdd/funding/index.html](http://www.hc-sc.ca/hppb/phdd/funding/index.html). **Program Record Number:** HCan 008 330

#### Primary Prevention of Chronic Disease

**Description:** The Disease Intervention Division is a member of the Chronic Disease Prevention Alliance, a conglomerate of non-governmental organizations and government agencies interested in developing an organized, integrated system of chronic disease prevention for Canada. The Division is also the lead on an intra-departmental working group on the primary prevention of chronic disease that seeks to synergise departmental efforts in the areas of chronic disease prevention. **Topics:** Chronic disease prevention policy, coalition building, needs assessment, stakeholder involvement, community empowerment. **Program Record Number:** HCan 008 327

#### Prostate Cancer

**Description:** The Cancer Division is managing the grant \$3 million per year for the Vancouver Centre of Excellence in Prostate Cancer Research and the Canadian Prostate Cancer Initiative, for a period of five years. The purpose of this initiative is to advance research, care and treatment of prostate cancer.

**Program Record Number:** HCan 008 329

#### Quality Care

**Description:** Information on visions for quality in health care, case studies / inventories of quality initiatives and planning approaches, in the acute care and long term/continuing care and primary care sectors.

**Program Record Number:** HCan 008 305

#### Sexual and Reproductive Health

**Description:** Information on initiatives on sexual and reproductive health to increase awareness of risks and promotion of sexual and reproductive health to provinces/territories, national organizations, communities and individuals to maintain and improve the health and well-being of Canadians through improved personal health practices. Provides a resource booklet: Canadian Guidelines for Sexual Health Education. **Topics:** STDs/I, Teen pregnancy; infertility; sexual violence; breast, cervical and prostate cancer; abortion; contraceptives; low birth weight, HIV/AIDS; and menopause. **Program Record Number:** HCan 008 308

#### Risk Factors

**Description:** Through collaboration with other departmental and external experts, this project contributes to the development of quality data collection sources to enhance risk factor surveillance, evaluation and research in Canada. Lifestyle factors such as smoking, diet, physical activity, alcohol use and sun exposure are some of the most important contributors to the development of a wide range of chronic diseases. This project does not provide information directly to the public. However, expertise is



provided on data availability and interpretation to those within the department who develop public reports. This project also helps to ensure that the current and emerging data needs of the Centre for Chronic Disease Prevention and Control (CCDPC) in this area are understood and considered when developing national data collection programs. **Program Record Number:** HCan 008 309

### Voluntary Sector

**Description:** The Voluntary Sector consists of individuals and organisations whose activities are carried out primarily but not exclusively, by volunteers. The organizations are involved in activities designed to provide help to individuals, families, groups and communities. In turn, national level organizations provide a national perspective and undertake activities which are primarily national in scope. This group of records represent Health Canada's initiatives and policies dedicated especially to those organisations working in health. In recent years, Health Canada has build new relations with the Sector and its constituents. **Program Record Number:** HCan 008 311

## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

### Classification of Positions

### Employment and Staffing

### Human Resources

### Official Languages

### Pensions and Insurance

### Personnel

### Salaries and Wages

### Staff Relations

### Training and Development

## Personal Information Banks

### Corporate Services Branch

#### Complaints

**Description:** Language complaint files document the nature, extent and scope of the complaints investigated. **Class of Individuals:** Individuals who file complaints with the Commissioner of Official Languages and the Department. Files are number coded and are not identifiable by the names of complainants. **Purpose:** The information in these files is used to investigate complaints made to the Commissioner of Official Languages or received internally in the services being offered by a responsible employee or unit pursuant to the Official Languages Act. **Consistent Uses:** In accordance with the requirements of the Official Languages Act, to reply

to the Commissioner on matters which he or she considers to be of significance arising out of the investigations and audits conducted in the performance of his or her statutory mandate. **Retention and Disposal Standards:** The records are retained for two years (or until the matter is resolved or closed by the Commissioner of Official Languages) and are then destroyed. **PAC Number:** 98/005 **TBS Registration:** 002744 **Bank Number:** HCan PPU 280

### Security Incident Reporting System (SIRS)

**Description:** This bank contains records which may include personal information such as the name and the description of the incident involving the individual. **Class of Individuals:** Departmental employees and/or other individuals involved in security incidents. **Purpose:** The purpose of this bank is to record and report all Health Canada security incidents such as theft/loss, security breach/violation, threat, violent client, physical assault, suspicious activity and vandalism. **Consistent Uses:** The information will be used internally for program management purposes and for purposes of research, planning, evaluation, monitoring, statistics and for internal audit purposes. Statistical data may be tabulated for the Loss of Crown Assets Program. Personal information may be shared with the local police authorities, the RCMP, human resource officials and managers on a need to know basis to determine appropriate action and support decisions regarding discipline or investigations. **Retention and Disposal Standards:** Personal information contained in the database will be retained for the five years then destroyed. **PAC Number:** 98/001 **TBS Registration:** 004086 **Bank Number:** HCan PPU 092

### Service Contracts With Individuals

**Description:** This bank contains information on the background and experience of contractors, expected results, budgetary commitments and payment methods. **Class of Individuals:** Only persons under contract with the branch and past contractors are included. **Purpose:** The bank is used in the day-to-day administration of the contracts. **Retention and Disposal Standards:** The information is retained for six years after completion and non-renewal of contract; two years active and four years dormant. At the end of this period, the files are destroyed. **PAC Number:** 99-004 **TBS Registration:** 000039 **Bank Number:** HCan PPU 085

### First Nations and Inuit Health Branch

#### Bursary and Scholarship Application Files

**Description:** This bank contains the name, address, age, marital status, career plans, annual income, telephone numbers, educational background, letters of reference of applicants. **Class of Individuals:** Aboriginal students planning to begin or continue careers in health sciences. **Purpose:** To administer the



review of applications for funds from the Indian and Inuit Health Careers Program for academic training and to administer the approved funds. **Consistent Uses:** The information gathered in this bank is used only for the assessment of candidates by the Selection Committee.

**Retention and Disposal Standards:** Retained 10 yrs, then reviewed for possible transfer to National Archives.

**PAC Number:** 616988 **TBS Registration:** 004113

**Bank Number:** HCan PPU 006

### Federal Hospital Files

**Description:** This bank contains some or all of the following types of information: Admission and separation records, medical history, laboratory tests and reports, diagnostic services reports, requisitions, doctor's orders, nursing notes, counselling notes, accounting statements, x-rays, operating room reports, pharmacy, social services and other patient and treatment and services records.

The records are accessible through the hospital administrator or superintendent. Persons seeking access to this bank must supply their full name, date of birth and location of the record sought. **Class of Individuals:**

Status Indians. **Purpose:** The purpose of this bank is to maintain records for departmentally operated hospitals for inpatients and outpatients. **Consistent Uses:**

Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information may also be exchanged with federal nursing stations and health centres, provincial health facilities, provincial and private medical insurance plans, and provincial and municipal health agencies.

Information may be shared with provincial nursing licensing bodies if there is a question of nursing procedure or competency. **Retention and Disposal**

**Standards:** Records are retained for 25 years after the last entry in the file. Upon expiry of the retention period, some of these records will then be archived and stored at the federal facility and the remainder destroyed. **TBS**

**Registration:** 002724 **Bank Number:** HCan PPU 015

### Federal Nursing Stations and Health Centres Files

**Description:** This bank contains treatment and preventative nursing services records. **Class of**

**Individuals:** Status Indians. **Purpose:** The purpose of this bank is to maintain records for departmentally operated nursing stations and health centres files.

**Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information may also be exchanged with federal hospitals, provincial health facilities, provincial and private medical insurance plans, and provincial and municipal health agencies.

Information may be shared with provincial nursing licensing bodies if there is a question of nursing procedure or competency. **Retention and Disposal**

**Standards:** Records are retained for 25 years after the

last entry in the file. Upon expiry of the retention period, some of these records will then be archived and stored in the federal facility, and the remainder destroyed. **TBS**

**Registration:** 002725 **Bank Number:** HCan PPU 020

### Health Information and Claims Processing System

**Description:** This bank contains information recorded manually by regional offices and electronically in the Health Information Claims Processing System about registered Indians, Innu and recognized Inuit eligible for non-insured health benefits, including name, address, date of birth and registration numbers, information relating to payment claims and payments for non-insured health benefits including dental services, drugs, medical supplies and medical equipment; and information relating to prescriber, practitioner, provider and prescription details. **Class of Individuals:**

Registered Indians, Innu and recognized Inuit currently enrolled in a provincial or territorial health insurance plan and who continue to meet residency requirements for provincial/ territorial medicare coverage. **Purpose:**

The purpose of this bank is to maintain a record of all individuals eligible to receive non-insured health benefits; to facilitate client access to benefits to which they may be entitled; to facilitate claims processing and payment process; and to provide statistical information such as benefit utilization, and to ensure utilization is in compliance with program directives. **Consistent Uses:**

Information is used internally for program management purposes including research, statistics, planning and evaluation; information is collected by the contractor who administers the claims system for audit purposes; information may also be exchanged with goods and services providers to verify eligibility; information may be exchanged with provincially-registered practitioners, pharmacists, and their respective health professional licensing bodies, and with the Therapeutic Products Programme, to ensure compliance with program management policies on medical necessity. **Retention**

**and Disposal Standards:** Records will be retained for 25 years after the last payment. **TBS Registration:** 003219 **Bank Number:** HCan PPU 016

### First Nations and Inuit Health Information System

**Description:** This bank contains information about Status and non-Status First Nations and Inuit residents of all FNIHB Regions who access health services on-reserve and / or at FNIHB health facilities off-reserve. Information includes name, address, gender, marital status, date of birth, Band registration number, resident status, Provincial health card number, immunization status as well as data pertaining to reportable and chronic diseases, mortality, medication, medication allergy and adverse reaction, test and exams, maternal, psycho social and environmental health. Information is maintained in a highly secure highly secure Intranet environment. **Class of Individuals:** Status and non-Status First Nation people living on-reserve, and

those who live off-reserve but access health services on-reserve. **Purpose:** The purpose of this bank is to standardize and increase the reliability of collected information, facilitates case management, program planning and health surveillance, capabilities.

**Consistent Uses:** Information used for service delivery, reporting requirements, health program planning, evaluation, research and surveillance. Where permitted by legislation and / or community consent, non-nominal information may be exchanged with the provincial ministries of health for compilation of statistics.

**Retention and Disposal Standards:** Records are retained for 25 years after the last service contact and / or 10 years after the death of the client. **Related to PR#:** HCan 004 220 **TBS Registration:** 003675 **Bank Number:** HCan PPU007

### Status Verification System

**Description:** This bank contains information about registered Indians, Innu and recognized Inuit eligible for non-insured health benefits, including name, address, sex, marital status, date of birth, registration numbers, residence status, health care number (where available) and eligibility for non-insured health benefits. **Class of Individuals:** Registered Indians, Innus and recognized Inuit currently enrolled in a provincial or territorial health insurance plan and who continue to meet residency requirements for provincial/territorial medicare coverage.

**Purpose:** The purpose of this bank is to maintain a record of all individuals who are or have been eligible to receive non-insured health benefits; to facilitate client access to benefits to which they may be entitled and to facilitate claims processing and payment process.

**Consistent Uses:** Information is used internally for program management purposes including research, statistics, planning and evaluation; information may be provided to the contractor administering the claims system for payment and audit purposes; information may also be exchanged with goods and services providers to verify eligibility; information may be exchanged with provincial health facilities, DIAND, provincial medical insurance plans, and provincial or municipal welfare agencies to verify eligibility and compile statistics. **Retention and Disposal Standards:** Records will be maintained in accordance with relevant DIAND policies and procedures and other sources. **TBS Registration:** 003220 **Bank Number:** HCan PPU 017

### Methylmercury Levels in Canadian First Nations and Inuit Peoples

**Description:** Contains the name, band number, family number, sex, birth date, region, community, sample date, sample type (blood, hair, etc.), contaminant type and level, school achievement and teacher's evaluation, necrologic test, pregnancy. **Class of Individuals:** First Nations/Inuit peoples residing in communities, especially fish eaters, women of childbearing age, school children and fishing guides. The testing is done on voluntary basis. **Purpose:** Monitoring of Mercury

levels in First Nations/Inuit people to assess exposure.

**Consistent Uses:** Information may be shared with native communities and N.W.T. public health authorities, in regard to their residents only, for the administration of their environmental health programs. The provinces do not have access to the data file. **Retention and Disposal Standards:** Retained a minimum of 10 yrs, then reviewed for possible transfer to National Archives. **PAC Number:** 616777 **Related to PR#:** HCan 004 220 **TBS Registration:** 004114 **Bank Number:** HCan PPU 021

## Health Policy and Communications Branch

### Breastfeeding Database

**Description:** The database includes the names of individuals, organizations that they work for, complete addresses, telephone numbers and fax numbers.

**Class of Individuals:** Health Professional, such as family physicians, nurses and health personnel units.

**Purpose:** To conduct a telephone survey in order to evaluate Health Canada's 5-year breastfeeding campaign. **Retention and Disposal Standards:** Will be retained by the Partnerships and Marketing Division, Health Canada for three years. **TBS Registration:** 004180 **Bank Number:** HCan PPU 077

### Consultation on Health Protection Legislation

**Description:** This bank contains the names and addresses of persons to whom documents are mailed from time to time for consultations purposes or of persons who have provided their views and opinions on the renewal of federal health protection legislation.

**Class of Individuals:** Private citizens with an interest in health protection, public interest groups, health institutions, health professionals, representatives of all levels of government, members of federal departments, members of the industry, Canadian corporations and other interested parties. **Purpose:** To create a mailing list and tracking system for consultation and follow-up purposes in the process of renewing Canada's health protection legislation, and for other consultations relating to the health protection program. **Retention and Disposal Standards:** Records of individual replies will be retained for 10 years then National Archives will review for archival interest. **PAC Number:** 78/010 **TBS Registration:** 004115 **Bank Number:** HCan PPU 051

### World Health Organization Fellowship Program (WHO)

**Description:** This bank contains information on only successful applicants for World Health Organization (WHO) fellowships, either Canadian health professionals undertaking short-term studies abroad or foreign health professionals coming to study in Canada. Fields of studies are environmental health, health care systems, or in medical, para-medical or other health related



fields. Contents include the curriculum vitae of each professional, educational and employment history, study programs and reports prepared by Canadian fellows. This fellowship program is not available to Canadians since 1996. **Class of Individuals:** Successful applicants for the WHO fellowships. **Purpose:** To monitor the progress of each fellow during the course of his or her program and advise WHO on the degree of success achieved by foreign fellows in Canada and to disseminate reports prepared by Canadian fellows to various governmental and non-governmental associations on request. The names of the candidates, the nature and the amount of fellowship may be published. **Consistent Uses:** Information is shared with Canadian or foreign universities, hospitals, professional organizations or health departments. **Retention and Disposal Standards:** Records on Canadian applications are held for four years and then sent to National Archives of Canada, while records on foreign applications are held for three years, and are then destroyed. **TBS Registration:** 002739 **Bank Number:** HCan PPU 245

## Health Products and Food Branch

### Branch Incident Reporting System

**Description:** This bank contains information about complaints or queries received in regard to actual or perceived problems or concerns with medical devices, pharmaceutical products, food and other items that are regulated by Health Canada. Information may include name, address, telephone number of the contact person, product description such as make, model, serial or other identifying number, location of incident, any follow-up action taken and other details required for any necessary intervention by Health Canada or other authorities. **Class of Individuals:** Canadians or visitors to Canada, medical practitioners and hospital authorities, police and customs agents, coroners and provincial medical officers of health and representatives of manufacturers who may be involved with the reporting or investigation of a complaint. **Purpose:** To investigate and track complaints received by the Department. **Consistent Uses:** Information may be used to follow-up with complainants. It may be shared with other agencies including Agriculture and Agri-Food Canada, provincial regulatory bodies, provincial Medical Officers of Health and individual practitioners. **Retention and Disposal Standards:** Retained for 25 years, then transferred to National Archives. **PAC Number:** 78-028 **TBS Registration:** 004102 **Bank Number:** HCan PPU 088

## Healthy Environments and Consumer Safety Branch

### Canadian Accident Injury Reporting and Evaluation

**Description:** This bank includes the chart number, institution, age of victim, admittance date, number of

days hospitalized, injury nature and cause, place of occurrence, disposition and product involved. Formerly CCA PPU 025. **Class of Individuals:** General public. **Purpose:** The bank was established to assist in setting of priorities and is used for internal and external data retrievals and regular publications. **Retention and Disposal Standards:** Records are retained for a minimum of two years. **TBS Registration:** 002110 **Bank Number:** HCan PPU 025

### Case-Control Study on Passive Smoking and Lung Cancer

**Description:** This bank contains demographic information, and information on exposure to passive smoking, familial history of cancer, personal history of respiratory illness, occupational history, diet, environmental exposures, residential history, and radon exposure for about 735 non-smoking lung cancer cases and about 735 controls, across Canada. This bank also contains demographic information on personal smoking history, and a brief occupational history for about 38,000 smoking lung cancer cases across Canada. **Class of Individuals:** Individuals diagnosed with primary lung cancer between January 1, 1995 to December 31, 1996 (approx.). Controls matched to non-smoking lung cancer cases. **Purpose:** To examine the relationship between exposure to environmental tobacco smoke and the incidence of lung cancer, adjusting for the effects of other potential risk factors including occupation, diet, and environmental radon. To estimate incidence of smoking among lung cancer cases in Canada. **Consistent Uses:** None. **Retention and Disposal Standards:** Retained a minimum of 10 yrs, then reviewed for possible transfer to National Archives. (excluding questionnaires which may be destroyed after 2 yrs). **PAC Number:** 613215 **TBS Registration:** 004095 **Bank Number:** HCan PPU 038

### Child Acute Respiratory Effects Study

**Description:** This bank contains information on the respiratory illnesses and pulmonary function measures and the ages of 100 females aged 7 to 15 years attending a girl guide camp (Camp Kiawa) in July and August of 1986. Data on parental smoking habits, education and other home characteristics were collected. Allergy test and heart rate monitoring results are also recorded. **Class of Individuals:** Girls aged 7 to 15 years who attended Camp Kiawa from July 1 to August 10, 1986. **Purpose:** The purpose of this bank is to examine the relationship between transported air pollution and respiratory health in children. **Consistent Uses:** There will be no disclosure of any personal information from this data bank. Only summary statistics and conclusions drawn from the study will be publicly disclosed. There will be no linking and matching of information in this data bank with any other information or data bank presently existing. **Retention and Disposal Standards:** Retained a minimum of 10



ys, then reviewed for possible transfer to National Archives (excluding questionnaires which may be destroyed after 2 yrs). **PAC Number:** 613215 **TBS Registration:** 004096 **Bank Number:** HCan PPU 036

### Children's Respiratory Health Study

**Description:** This bank contains information about children and adolescents currently residing in Saint John, New Brunswick. The data consists of questionnaires completed by parents for grade five students and self-completed by grade twelve students. In addition, students will have height, weight and their lung capacity measured. The information collected includes name, address, telephone number of the students and parent or legal guardian and the gender of the child/adolescent. **Class of Individuals:** Grade five children, ages nine to eleven and grade twelve students, ages sixteen to eighteen, residing in Saint John, New Brunswick. **Purpose:** To assess the longer term effects of exposure to air pollution in children and adolescents. **Consistent Uses:** Information may be used to contact these individuals in follow-up survey. **Retention and Disposal Standards:** Retained a minimum of 10 yrs, then reviewed for possible transfer to National Archives (excluding questionnaires which may be destroyed after 2 yrs). **PAC Number:** 613215 **TBS Registration:** 004097 **Bank Number:** HCan PPU 089

### Fish & Wildlife Nutrition Project in Areas of Concern

**Description:** This bank contains information about Ontario anglers and consumers of aquatic wildlife in Areas of Concern. These groups may not be licensed or may otherwise be outside the mainstream due to language or ethnicity. Information includes name, address, telephone number, gender, marital status, country of birth, fish and aquatic wildlife consumption patterns, household income and language spoken in the home. **Class of Individuals:** Ontario anglers and consumers of fish and aquatic wildlife in selected geographic locations. **Purpose:** The purpose of this bank is to conduct research into fish and aquatic wildlife consumption patterns among high risk Ontario anglers and consumers. **Consistent Uses:** Information may be used to contact these individuals in follow-up surveys. **Retention and Disposal Standards:** Retained a minimum of 10 yrs, then reviewed for possible transfer to National Archives (excluding questionnaires which may be destroyed after 2 yrs). **PAC Number:** 613215 **Related to PR#:** HCan 003 190 **TBS Registration:** 004099 **Bank Number:** HCan PPU 079

### Record of Researchers

**Description:** This bank provides a list of persons authorized to use, and who are using narcotic, controlled and restricted drugs in research work. **Class of Individuals:** It is primarily concerned with scientists and medical and paramedical professionals. **Purpose:** The bank is used to ensure that persons using narcotic,

controlled and restricted drugs for research purposes have been authorized to do so. **Retention and Disposal Standards:** Records in individual cases are held for ten years. **TBS Registration:** 002726 **Bank Number:** HCan PPU 040

### Great Lakes Health Effects Cohort Study

**Description:** This bank contains basic personal information, fish consumption patterns, household income, current employment information (kind of work, exposures in the workplace), and medical history data on a sample of Ontario Sport Fish Licence holders (1988) and their families. **Class of Individuals:** Phase I: 1988 Ontario Sport Fish Licence holders (approximately 1,000,000). Phase II: A sub-sample of Phase I, plus adult and child members of their household (approximately 100,000 records). Phase III: Further data on a sub-sample of Phase II. **Purpose:** The data were collected for research and statistical purposes as part of a study designed to investigate the adverse health effects of Great Lakes water pollution as bio-concentrated by fish. **Consistent Uses:** The data collected were intended to be used to determine the risk of cancer, adverse reproductive outcomes (for example, birth defects) and mortality from certain causes associated with consumption of fish caught in the Great Lakes Basin. The individuals identified in the data bank may be followed up over time by linkage to cancer incidence, congenital anomaly or mortality registries. However do to budgetary and other constraints this may not be done. **Retention and Disposal Standards:** Retained a minimum of 10 yrs, then reviewed for possible transfer to National Archives (excluding questionnaires which may be destroyed after 2 yrs). **PAC Number:** 613215 **TBS Registration:** 004100 **Bank Number:** HCan PPU 076

### Health Effects of Molds in Homes

**Description:** This bank contains information collected since 1991 about adults and children resident in approximately 500 dwellings in Wallaceburg, Ontario, including name, address, telephone number, age, sex, general health data of the child, blood and mucous samples, audio recordings of nocturnal coughing, dust, mold and mildew samples and general description of the home itself. **Class of Individuals:** Residents of selected Wallaceburg, Ontario households who agree to participate in the study. **Purpose:** To conduct research into indoor air quality and molds and their impact on childhood illness. **Consistent Uses:** Non-personal information will be shared with Canada Mortgage and Housing Corporation, co-sponsors of the study. Information may be used to contact these individuals in follow-up surveys. **Retention and Disposal Standards:** Retained a minimum of 10 yrs, then reviewed for possible transfer to National Archives (excluding questionnaires which may be destroyed after 2 yrs). **PAC Number:** 613215 **TBS Registration:** 004101 **Bank Number:** HCan PPU 083

### Indoor Air Quality in the Health of Infants: a birth cohort study focusing on indoor microbials

**Description:** This bank contains information about Canadian children from birth to two years of age. Data will be collected by: questionnaire, blood samples and an instrument which records from the home. It will also contain information on the indoor environment (irritants and allergens) and healthy information on the child and the family. Blood tests will be taken for evidence of allergy and lymphocyte activation. Information will include name, address and telephone numbers of the child and the family. The Child will be followed up at two week intervals for incidence of illnesses up until the age of two years. The children are not selected based on illness. **Class of Individuals:** Children born to mothers living in Prince Edward Island will be recruited from physician's offices. **Purpose:** To determine the environmental factors which increase the incidence of illness in infants. **Consistent Uses:** None. Information may be used to contact these individuals for follow-up surveys. **Retention and Disposal Standards:** Retained a minimum of 10 yrs, then reviewed for possible transfer to National Archives (excluding questionnaires which may be destroyed after 2 yrs). **PAC Number:** 613215 **TBS Registration:** 004103 **Bank Number:** HCan PPU 285

### Sales Records of Licensed Dealers

**Description:** This bank contains purchase records of narcotics and controlled drugs made by licensed dealers who are entitled to purchase and/or prescribe narcotic and controlled drugs under the Controlled Drugs and Substances Act and Regulations. **Class of Individuals:** Pharmacists, physicians, dentists, veterinarians, hospitals and licensed pharmaceutical companies. **Purpose:** This bank is used to ensure that licensed narcotic and controlled drugs dealers supply narcotic and controlled drugs only to authorized persons. **Consistent Uses:** It is also used to monitor and assess purchases of narcotics and controlled drugs made by pharmacists, physicians, dentists, veterinarians, hospitals and licensed pharmaceutical companies. Information from this bank may be released to provincial licensing authorities of the health professions. **Retention and Disposal Standards:** Records on individual cases are held for three years for licensed dealers sales reports. **PAC Number:** 98/019 **TBS Registration:** 004107 **Bank Number:** HCan PPU 045

### Methadone Program

**Description:** This bank contains the names and addresses of practitioners authorized to purchase, prescribe or dispense methadone. **Class of Individuals:** Practitioners. **Purpose:** It is used to monitor those physician practices where methadone is administered, including the treatment of narcotic addicts and to develop a profile of narcotic addiction treatment in Canada. **Consistent Uses:** Information from this bank may be released to provincial licensing

authorities of the health professions. **Retention and Disposal Standards:** Practitioner files are kept two years after the death of a doctor, five years after the last correspondence or last record of registration if there is no history of drug-related problems, and ten years after the last correspondence or last record of registration if there is a history of drug-related problems. **PAC Number:** 75-021 **TBS Registration:** 002730 **Bank Number:** HCan PPU 060

### National Dose Registry for Occupational Exposures

**Description:** This bank currently includes information on occupational exposures to radiation. Records are kept on an individual basis and include, in addition to personal identifying information, cumulative radiation exposures and a record-by-record account of the entries into the Registry. Exposure records are inputted from the National Dosimetry Service, organizations that have their own radiation monitoring programs, and commercial dosimetry processors. Persons requesting records should include their SIN on their request form. **Class of Individuals:** Occupationally-exposed radiation workers. **Purpose:** To keep records for individuals whose occupational radiation exposure has been monitored. The records are used for epidemiological and statistical studies, informational purposes, and in support of the regulatory control of occupational radiation exposures. **Consistent Uses:** The Registry is designed and used primarily for epidemiological and informational purposes. It is also used to advise the individual, his or her employer and the appropriate regulatory authorities when the record shows that the maximum permissible dose has been exceeded or is about to be exceeded, as described in relevant provincial Acts, the Canada Labour Safety Code or Treasury Board recommendations for federal employees, and the Nuclear Safety and Control Act. Information is supplied to federal and provincial authorities responsible for the control of occupational radiation exposure and may be used in subsequent litigation relating to matters of non-compliance by industry. Upon request, it is also supplied to the Workers' Compensation Board in relation to a compensation claim. **Retention and Disposal Standards:** Kept for 80 years. **PAC Number:** 72-004 **TBS Registration:** 000038 **Bank Number:** HCan PPU 080

### St. Lawrence Vision 2000 Health Components Project

**Description:** Contains information about persons tested or interviewed pursuant to a number of research projects in the Health Component of the St. Lawrence Vision 2000 program. May include name, address, marital status, sex, language, date of birth, education, income and employment data, food and nutritional profiles, immigration data, health data, alcohol and cigarette consumption, reproductive and fertility histories, and certain very specific recreational activities. Samples may include hair, blood, urine, semen and



placental tissue. **Class of Individuals:** Only contains information about persons residing in the immediate vicinity of the St. Lawrence River in Quebec who have been interviewed by investigators. **Purpose:** To conduct epidemiological research; to assess health risks associated with certain behaviours and environmental agents; to contribute to future health promotion activities. **Consistent Uses:** None. There may be longitudinal surveys of some respondents. **Retention and Disposal Standards:** Retained a minimum of 10 yrs, then reviewed for possible transfer to National Archives (excluding questionnaires which may be destroyed after 2 yrs). **PAC Number:** 613215 **TBS Registration:** 004109 **Bank Number:** HCan PPU 084

### Surveillance of Ship-borne Illnesses

**Description:** This bank contains responses to questionnaires and/or interviews with persons who may have contracted, or are at risk of contracting, any foodborne or waterborne illness while on board a cruise ship with a Canadian port of call. The questionnaire contains the name, age, sex, medical symptoms of persons on board a cruise ship. May also contain results of analytical testing of samples taken from subjects. **Class of Individuals:** Passengers and crews of commercial cruise ships. **Purpose:** To investigate and report on incidents and to recommend treatment and preventive measures. **Consistent Uses:** Test results may be communicated with immigration officials, ship owners, crew representatives, medical practitioners and institutions. **Retention and Disposal Standards:** According to TB616988 questionnaires and test results are retained for 10 years, then transferred to National Archives. **TBS Registration:** 004065 **Bank Number:** HCan PPU 010

### Technical Support Files

**Description:** This bank contains environmental health surveillance reports, as well as results of tests performed on biological samples (blood, hair, urine) of individuals. Persons seeking access to this bank must supply their full name, the date the sample was submitted and the community where tested. Natives should provide their Band Number. **Class of Individuals:** Exposed Native populations and federal government employees. **Purpose:** This bank is used to monitor the health of individuals exposed to a wide variety of environmental and occupational hazards such as dust, mercury, PCB's, arsenic and lead. **Consistent Uses:** Information may be used internally for program management purposes and for purposes of research, planning, evaluation, statistics and for internal audit purposes. Information may also be shared with provincial/territorial departments of health. **Retention and Disposal Standards:** Records are retained for ten years. Upon expiry of the retention period, some of these records will be preserved by the National Archives of Canada for archival purposes and the remainder destroyed. **Related to PR#:** HCan 005 225 **TBS Registration:** 002722 **Bank Number:** HCan PPU 005

## Information, Analysis and Connectivity Branch

### Applications for Contributions Files – National Health Research and Development Program (NHRDP)

**Description:** This bank contains a full description of the research to be undertaken as well as the curriculum vitae of each person responsible for the execution of health-related scientific activities approved under the National Health Research and Development Program (NHRDP), the assessment made by members of the Review Committee and the external reviewers and the internal evaluation by departmental officers. **Class of Individuals:** Persons involved in health research are included in this bank. **Purpose:** The purpose of the bank is to administer the review of applications for funds from the National Health Research and Development Program for research projects, conferences, and related scientific activities and to administer the approved funds. In future, it may be used in the internal evaluation of NHRDP activities. **Consistent Uses:** The information gathered in this bank is used only for the assessment of the scientific merit of the research proposals, and the suitability of research personnel to carry out proposals submitted under the National Health Research and Development Program information is shared with the Medical Research Council. **Retention and Disposal Standards:** Non-funded applications are held for 3 yrs, funded applications for 6 yrs before disposal; final reports are retained 50 yrs then transferred to National Archives.. **PAC Number:** 74-007 **TBS Registration:** 004087 **Bank Number:** HCan PPU 105

### Committee Files

**Description:** This bank contains the curriculum vitae, education, address, employment and publications of each member of the advisory and review committees. **Class of Individuals:** Canadian health researchers, health professionals and some representatives of interest groups promoting health research are included in this bank. **Purpose:** The purpose of this bank is to record the background of each member of the advisory and review committees for the purpose of verifying, if requested, that the membership is representative of the health research community. **Consistent Uses:** The information gathered is used only for obtaining internal departmental approval of committees memberships. **Retention and Disposal Standards:** Retained 6 years, then transferred to National Archives. **PAC Number:** 74-007 **TBS Registration:** 004088 **Bank Number:** HCan PPU 110

### Personnel Award Application Files

**Description:** This bank contains the address, marital status, health-related employment history, educational background, publications, research and career plans, confidential assessments of candidates and letters of reference, and review committee members' comments



on the application. **Class of Individuals:** Health researchers — Canadian or landed immigrant, university graduates or applicants for graduate studies planning to begin or continue careers in health research are included in this bank. **Purpose:** The purpose of this bank is to administer the review of applications for funds from the National Health Research and Development Program for training, career development, and career support and to administer the approved funds. In future it may be used in the internal evaluation of the awards program.

**Consistent Uses:** The information gathered in this bank is used only for the assessment of candidates in carrying out their proposals under the National Health Research and Development Program (NHRDP). **Retention and Disposal Standards:** Non-funded applications are held for 3 yrs, funded applications for 6 yrs before disposal; final reports are retained 50 yrs then transferred to National Archives. **PAC Number:** 74-007 **TBS Registration:** 004090 **Bank Number:** HCan PPU 100

#### Request for Information Pursuant to 8(2)(e) of the Privacy Act

**Description:** This bank records all requests submitted to the Department pursuant to paragraph 8(2)(e) of the Privacy Act by an investigative body specified in the regulations to the Act for the purpose of enforcing any law of Canada or a province or carrying out a lawful investigation. **Class of Individuals:** The information relates to those individuals who are being investigated by an investigative body specified in the regulations of the Privacy Act. **Purpose:** This information serves to record such requests and disclosures pursuant to paragraph 8(2)(e) of the Privacy Act. **Consistent Uses:** None. **Retention and Disposal Standards:** Requests submitted to the Department by an investigative body are retained for two years as specified in paragraph 7(a) of the Privacy regulations and then destroyed. **PAC Number:** 86-001 **TBS Registration:** 002741 **Bank Number:** HCan PPU 255

#### Requests for Information Submitted under the Provisions of the Access to Information and the Privacy Acts

**Description:** This bank records all requests by applicants for information under the control of the Department pursuant to the Access to Information Act and the Privacy Act. **Class of Individuals:** The information relates to those individuals who have a right to request information pursuant to section 4 of the Access Act and subsection 12(1) of the Privacy Act. **Purpose:** This information is compiled for the purposes of the administration of the Access to Information Act and the Privacy Act. **Consistent Uses:** None. **Retention and Disposal Standards:** The records are retained for a minimum of two years then destroyed. **PAC Number:** 86-001 **TBS Registration:** 002742 **Bank Number:** HCan PPU 260

## Population and Public Health Branch

### Canadian Childhood Surveillance and Control Program

**Description:** This bank contains information about Canadian children under age 20 years diagnosed with cancer from 1995 on. Data are collected via questionnaire and clinical chart review. Information includes name, address, telephone number of the patient and the parent or legal guardian and the gender, health insurance number and biological specimens of the child. Other information include diagnostic, treatment, and clinical outcome data. **Class of Individuals:** Canadian children aged 20 or less at time of diagnosis with cancer as identified via pediatric oncology centres or via provincial cancer registries, and who agree to participate in study. **Purpose:** To facilitate development of prevention and control strategies, and to assess risk factors and to minimize long-term consequences. **Consistent Uses:** For surveillance analysis. Information may be used to contact these individuals in follow-up surveys. **Retention and Disposal Standards:** Retained a minimum of 10 yrs, then reviewed for possible transfer to National Archives (excluding questionnaires which may be destroyed after 2 yrs). **PAC Number:** 613215 **TBS Registration:** 004092 **Bank Number:** HCan PPU 082

### Canadian Communicable Disease Surveillance System (CCDSS)

**Description:** This bank contains information provided by provincial health departments relating to socio-demographic characteristics of the patients, diagnostic information and treatment history. **Class of Individuals:** The information relates to individuals with a diagnosed occurrence of a notifiable communicable disease. **Purpose:** The purpose of this bank is to provide a database to monitor the incidence of notifiable communicable diseases for use in epidemiological studies in support of disease control and prevention measures. **Retention and Disposal Standards:** Retained a minimum of 10 yrs, then transferred to National Archives (excluding questionnaires which may be destroyed after 2 yrs). **PAC Number:** 613215 **TBS Registration:** 004093 **Bank Number:** HCan PPU 078

### Canadian Congenital Anomalies Surveillance System (CCASS)

**Description:** The bank contains information on incidence of birth defects in Canada. Participating provinces provide machine-readable information including the date of birth, sex, nature of birth defects, municipality of residence and a provincial registration number. The system was initiated in 1966. **Class of Individuals:** All infants born in participating provinces and diagnosed as having a birth defect in the first year of life since 1973. **Purpose:** The purpose of this data bank is to provide a database to monitor the incidence of birth defects in Canada and to serve as a register for

epidemiological research studies. **Consistent Uses:** Use of this bank is consistent with the purpose specified in section 5. **Retention and Disposal Standards:** Retained a minimum of 10 yrs, then reviewed for possible transfer to National Archives (excluding questionnaires which may be destroyed after 2 yrs). **PAC Number:** 613215 **TBS Registration:** 004111 **Bank Number:** HCan PPU 075

### Canadian Hospitals Injury Reporting and Prevention Program

**Description:** This bank contains information provided by injured persons and by the hospitals at which they were seen. The following personal information is in the bank: the hospital name, injured person's medical record number, date of birth, sex and postal code and the first three letters of the individual's family name. In addition there is information on the circumstances in which the injury occurred, the nature of the injury and how the case was handled in the emergency room. **Class of Individuals:** The information relates to individuals who seek care for injuries or poisoning at one of 10 pediatric and 6 general hospitals that participate in the program. **Purpose:** The purpose of this bank is to provide an ongoing surveillance of the circumstances in which injuries occur and, by making the information available to those who develop and evaluate injury prevention programs, to make an important contribution to reducing the number and severity of injuries in Canada. **Consistent Uses:** A postal code conversion program developed at Statistics Canada will permit linkage of CHIRPP data with grouped census data and analysis of the associations of sociodemographic factors with injuries. **Retention and Disposal Standards:** The files are retained for 100 years. **TBS Registration:** 003452 **Bank Number:** HCan PPU 066

### Canadian Surveillance for Creutzfeldt — Jakob Disease

**Description:** This data will be collected about people with Creutzfeldt — Jakob disease and persons who do not have Creutzfeldt — Jakob disease (controls) by reviewing their clinical records for clinical information and for information about exposure to blood or certain procedures. Additional information will be collected by interviews with the family, by collecting blood samples for genetic tests and by collecting neuropathology samples after death. **Class of Individuals:** All persons who develop Creutzfeldt — Jakob disease and their controls, recruited through physicians from hospitals and the local community. **Purpose:** To determine the risk of acquiring Creutzfeldt — Jakob disease through blood transfusions; to determine if there is any unusual forms of Creutzfeldt — Jakob disease as seen in England following the bovine spongiform encephalopathy (mad cow disease) epidemic. **Consistent Uses:** None. **Retention and Disposal Standards:** Retained a minimum of 10 yrs, then

reviewed for possible transfer to National Archives.. **PAC Number:** 613215 **TBS Registration:** 004904 **Bank Number:** HCan PPU 286

### Extraordinary Assistance Plan

**Description:** Contains applications, correspondence, medical records of applicants who became infected with the AIDS virus (HIV) who received blood or blood products as well as their first order relative (spouse/partner or child) who was secondarily infected with HIV; and to living thalidomide victims who were born in Canada and whose mothers took thalidomide during the first trimester of pregnancy. **Class of Individuals:** Individuals or agents of their estates who have applied for benefits. **Purpose:** To determine eligibility and administer financial benefits to HIV — infected persons and thalidomide victims. **Consistent Uses:** Information contained in these files is used to determine eligibility for receipt of financial benefits only. **Retention and Disposal Standards:** The HIV — files are retained for a minimum of 20 years after last activity on file and the thalidomide files for 100 years after last activity on file. **PAC Number:** 647491 **TBS Registration:** 005078 **Bank Number:** HCan PPU 039

### Fitness Research Funding

**Description:** The Directorate provides contributions to the Canadian Fitness and Lifestyle Research Institute for a 5 year Physical Inactivity Benchmark Program spanning 1998 to 2003. The program is designed to monitor the overall physical activity levels of Canadians and track changes in factors that influence participation in physical activity. Data includes: age, sex, province, education, household income, employment status, community size and marital status. **Class of Individuals:** Individual Canadians and professionals in the physical activity community. **Purpose:** The primary purpose of the program is to track physical activity levels of Canadians by region. The data is used to develop program strategies aimed at increasing physical activity levels of Canadians. **Consistent Uses:** None. **Retention and Disposal Standards:** Retained 10 yrs, then transferred to National Archives. **PAC Number:** 69-079 **TBS Registration:** 005079 **Bank Number:** HCan PPU 235

### Home Care Study

**Description:** This bank contains information about clients and formal and informal care providers of home care within Ottawa-Carleton. The data consists of a client code, postal code, age, gender, diagnosis, reason for admission to home care, referral source, mother tongue, living arrangements, relation to informal care provider. For informal care providers, data include the individual score on the Zarit Caregiver Burden Scale. **Class of Individuals:** Formal and informal care providers and clients admitted to the Regional Municipality of Ottawa-Carleton Home Care Program.



**Purpose:** To gain a better understanding of the factors which influence access to home care services.

**Consistent Uses:** Pilot research project only. **Retention and Disposal Standards:** Retained 25 yrs then transferred to National Archives. **PAC Number:** 78-014 **TBS Registration:** 004089 **Bank Number:** HCan PPU 090

### Ontario Farm Family Health Study

**Description:** Information collected from 2000 farm families, including name, address, religion, age, sex, country of birth, farm characteristics, chronic disease and accident histories of farm families participating in this study. **Class of Individuals:** Ontario Farm Families.

**Purpose:** Information is collected for use in a study designed to assess potential exposures on the farm and health effects. **Consistent Uses:** Research and Statistical Purposes. **Retention and Disposal Standards:** Retained a minimum of 10 yrs, then reviewed for possible transfer to National Archives..

**PAC Number:** 613215 **TBS Registration:** 004104 **Bank Number:** HCan PPU 037

### Pesticide Exposure Assessment Pilot Study

**Description:** Contains the name, address, sex, sample date, sample type (urine, semen, drinking water), pesticide handling practices of applicator, and pesticides used for farm families participating in this study. **Class of Individuals:** Ontario farm families selected from the previous Ontario Farm Family Health Study (Personal Information Bank HCan-PPU-037 refers). **Purpose:** Measure the extent to which applicators and family members are exposed to herbicides during normal handling activities on Ontario farms. **Consistent Uses:** Research and statistical purposes. Data is linked to PPU 037 Ontario Farm Family Health Study. **Retention and Disposal Standards:** Retained a minimum of 10 yrs, then reviewed for possible transfer to National Archives (excluding questionnaires which may be destroyed after 2 yrs). **PAC Number:** 613215 **Related to PR#:** HCan 003 190 **TBS Registration:** 004105 **Bank Number:** HCan PPU 035

### Physician Asthma Management Study

**Description:** Contains information provided by selected Canadian physicians on the management and education of asthmatic patients. Data includes name, address, age, specialty of physician, as well as descriptive indicators of their asthma management practice behaviours. **Class of Individuals:** Canadian physicians (family physicians / general practitioners, pediatricians, respirologists, allergists / immunologists, interns) with asthmatic patients. **Purpose:** To collect information on the variety and quality of asthma care and education in Canada; to provide advice to the National Asthma Control Task Force. **Consistent Uses:** None. **Retention and Disposal Standards:** Retained a minimum of 10 yrs, then reviewed for possible transfer to

National Archives (excluding questionnaires which may be destroyed after 2 yrs). **PAC Number:** 613215 **TBS Registration:** 004106 **Bank Number:** HCan PPU 086

### Spousal Determinants in Delayed Response to Chest Discomfort Survey

**Description:** The telephone survey contains information on how a woman would respond if her partner consulted her regarding chest discomfort. Personal information will only be collected on those individuals who agree to participate in future surveys on the same subjects. Personal identifiers collected will include name, address, age, and telephone number. **Class of Individuals:** Respondents are randomly selected adult women chosen by telephone number in Ottawa-Carleton. **Purpose:** Future surveys on delay determinants would be enhanced if repeated on the same individuals to examine changes over time or after community targeted interventions. **Consistent Uses:** To match an individual's response from the first survey to subsequent surveys. **Retention and Disposal Standards:** Retained a minimum of 10 yrs, then reviewed for possible transfer to National Archives (excluding questionnaires which may be destroyed after 2 yrs). **PAC Number:** 613215 **TBS Registration:** 004108 **Bank Number:** HCan PPU 091

### Student Lung Health Survey

**Description:** This bank contains information provided by students (ages 5 to 19) and their parents / guardians. The following personal information is in the bank: the parent's postal code, education and income range, the student's date of birth, and sex. In addition, there is information on the student's lung health and the factors that may affect it. **Class of Individuals:** The information relates to students (and their parent / guardian) attending selected schools within the jurisdiction of nine volunteer public health units. The public health units are part of the Sentinel Health Unit Surveillance System (SHUSS). **Purpose:** The purpose of this bank is to collect enhanced surveillance data on current asthmatic and asthma-like students. Information will be collected on asthma prevalence, incidence, severity, clinical treatment, patient compliance, environmental control measures, asthma education, risk factors, health care utilization, and demographic and socioeconomic factors. This is needed for the planning and implementation of effective asthma control programs / measures in Canada. **Consistent Uses:** Respondents may be contacted in the future to provide other health related information. This information may be shared with other programs within Health Canada. The public health units will retain the original questionnaires and data for their own health services delivery. **Retention and Disposal Standards:** Retained a minimum of 10 yrs, then reviewed for possible transfer to National Archives (excluding questionnaires which may be destroyed after 2 yrs). **PAC Number:** 613215 **TBS Registration:** 004110 **Bank Number:** HCan PPU 081



## Traveller Illness Reports

**Description:** The Traveller Illness Report form will collect information on an individual who arrives ill at a port of entry (airport, seaport, border crossing, etc.) as well as when needed, other passengers in contact with the ill individual(s). Information collected include some, if not all, of the following: traveller's (or contact's) name, nationality, home address and phone number, address and phone number while in Canada (if different), transporter details (airline, ship, seat/cabin number, etc.), ill traveller's symptoms (high fever, coughing, rash, bleeding, etc.), travel history, particularly if there has been recent travel in a tropical country, if any, similar illness in travel companions preliminary diagnosis, if available, if the traveller is being referred to hospital for medical attention, details on the ambulance, hospital, immigration status of the ill individual (and if not Canadian, passport number), name and phone number of person reporting the ill traveller. **Class of Individuals:** Travellers arriving at a Canadian port of entry who exhibit two or more symptoms of illness. **Purpose:** The Traveller Illness Report form is used to document arriving ill individuals and their contacts in order to determine the amount of illness among travellers and to proactively identify unusual incidences of diseases overseas as well as to facilitate tracing of passengers in the event of an outbreak of diseases of significance.

**Consistent Uses:** Nominal information collected by the Traveller Illness Report form will not be matched with any other personal information bank. Data on countries visited and symptoms exhibited may be collected for research purposes. Disclosure of an individual's information will be limited, on a need-to-know basis, to appropriate port of entry personnel, Health Canada quarantine officials and, in the case of someone who requires further medical attention at a health care institution, medical staff as well as immigration authorities, should the traveller not be Canadian. **Retention and Disposal Standards:** Nominal and tracing information will be retained for at least two incubation periods of the suspected illness, to a maximum of three months, in order to ensure that there is no secondary spread of the illness. After abstraction of data on countries visited and symptoms for research purposes, the form will be retained for 2 years, then destroyed. **TBS Registration:** 004064 **Bank Number:** HCan PPU 071

**Retention and Disposal Standards:** Nominal and tracing information will be retained for at least two incubation periods of the suspected illness, to a maximum of three months, in order to ensure that there is no secondary spread of the illness. After abstraction of data on countries visited and symptoms for research purposes, the form will be retained for 2 years, then destroyed. **TBS Registration:** 004064 **Bank Number:** HCan PPU 071

## Canadian Tuberculosis Reporting System

**Description:** Contains information collected and provided since 1996 by provincial and territorial public health authorities about persons reported with TB disease. Data may include initials, date and place of birth, sex, marital status, clinical data, any unique identifier and aboriginal status. For deceased persons, data may include cause and date of death. Some reports may include follow-up treatment and compliance. Earlier data are retained by Statistics Canada in Personal Information Bank STC PPU 070.

**Class of Individuals:** Individuals with new active or reactivated tuberculosis. **Purpose:** To support the prevention and control of tuberculosis. An annual report called "Tuberculosis in Canada" is published and is available in bilingual print version and on Health Canada's website. **Consistent Uses:** None. Information may be provided to Statistics Canada. **Retention and Disposal Standards:** Retained a minimum of 10 yrs, then reviewed for possible transfer to National Archives (excluding questionnaires which may be destroyed after 2 yrs). **PAC Number:** 613215 **TBS Registration:** 004112 **Bank Number:** HCan PPU 087

## Manuals

- 50-60 Bed Emergency Hospital
- 200 Bed Emergency Hospital
- A Guide to Green Government
- A Submitter's Guide for Compliance with Part V of the Medical Devices Regulations
- Acceptable Methods
- Acceptable methods
- Additional Provincial/Territorial Services Information Exchange
- Administrative Guidelines
- Advanced Treatment Centre
- Advisory Committee on Institutional and Medical Services (A.C.I.M.S.) Hospital Claims Manual
- Analytical Methods and Techniques for Colours in Foods
- Analytical Methods for Pesticide Residues in Foods
- Analytical Methods for the Regulatory Analysis of Foods
- B.F.M.M. Financial Coding Manual
- Bacteriology of Tuberculosis
- Because They're Young: Active Living for Canadian Children
- Blood Collection and Blood Component Manufacturing
- Blood Lead Intervention Levels and Strategies
- Branch Directives
- CAM Handbook (would now be in Transport Canada) Civil Aviation Medical Handbook
- Canadian Drug Identification Code
- Canadian Environmental Protection Act Human Health Risk Assessment for Priority Substances
- Canadian Immunization for Canadians
- Canadian Immunization Guide Fourth Edition, 1993
- Canadian Recommendations for the Prevention and Treatment of Malaria Among International Travelers- (CCDR 2000; 26S2:1-42)
- Canadian Water Guidelines

- Casualty Collecting Unit
- Casualty Simulation
- CATMAT and NACI – Travel, Influenza and Prevention- (CCDR 1996; 22: 141-145)
- Chemistry and Manufacturing: New Drugs
- Clinical Guidelines for Medical Services Personnel
- Coal Liquefaction and Health: Elements of a Worker Health Surveillance Program
- Code of Practice — General Principles of Food Hygiene for Use by the Food Industry in Canada
- Coding Manual
- Community Health Nursing (Saskatchewan region)
- Compendium of Analytical Methods — Vol. 1 — Official Methods of Microbiological Analysis for Foods
- Compendium of Analytical Methods — Vol. 2 — HPB Methods of Microbiological Analysis for Foods
- Compendium of Analytical Methods — Vol. 3 — Laboratory Procedures of Microbiological Analysis for Foods
- Compendium of Analytical Methods — Vol. 4 — Detection of Extraneous Matter in Foods
- Completing an Application for Registration as a Proprietary Medicine
- Conduct and Analysis of Bioavailability and Bioequivalence Studies — Part “A”
- Conduct of Clinical Investigations
- Consumer Drug Advertising
- Containment Standards for Veterinary Facilities
- Controlling Antimicrobial Resistance — An Integrated Action Plan for Canadians (Background Information) May 1997
- Course Manual — Emergency Health/Social Services Planning (Community)
- Course Manual — Hospital Emergency Planning
- Course Manual — Special Care Facility Emergency Planning
- DAS Drug Analysis Service (DAS) National Analytical Methods
- DAS National Standard Operating Procedures
- DAS Ontario Region Analytical Methods
- DAS Ontario Region Standard Operating Procedures
- DAS British Columbia Region Analytical Methods
- DAS British Columbia Region Standard Operating Procedures
- Dental Practitioner Information Kit
- Departmental Security Manual of Health Canada
- Design Guidelines — Part 1, Space and Furnishings
- DFS Procedures
- Diagnostic Reference Testing of Selected Viruses
- Diagnostic x-ray equipment compliance and facility survey
- Direction for Use of Estrogen-Progestin Combination Oral Contraceptives (OCs)
- Disinfectants: Preparation of Application for Drug Identification Number
- Dose — Response Information To Support Drug Registration (ICH)
- Drug Distribution Manual
- Economic Burden of Illness in Canada, 1993 July 1997
- Emergency Clothing Manual
- Emergency Food Services Manual
- Emergency Health Services Health Supplies
- Emergency Hospital (Operating Manuals)
- Emergency Lodging Manual
- EMS Self-Assessment Guide
- Emergency Based Medicine – (CCDR 1994; 20: 145-147)
- Environmental Contaminants Manual
- Environment (CCME), 1992
- Exposure Guidelines for Residential Indoor Air Quality
- Family Violence in Canada: A Call to Action
- Family Violence Initiative Fact Sheet on Health and Welfare's Role
- Federal Family Violence Initiative — Information on Project Funding by Health and Welfare Canada
- Fever in the International Traveller – (CCDR 1997; 23: 1-8)
- Financial Management Guide for projects funded under the Population Health Fund
- Financial Management Manual (volumes 1 to 3)
- Fitness Directorate Contribution Program Administrative Guidelines for 1995-96
- Food, Drug, Cosmetic and Medical Device Projects to Be Conducted During Program Year
- Foreign Service Directives
- Framework for Research on Active Living
- Fungal contamination in public buildings: A guide to recognition and management
- General principles for labelling and advertising claims that relate to the nutrition recommendations
- Glossary of Terms
- Good Manufacturing Practices, 3rd Edition
- Guide for applicants, Population health Fund: Rural and Remote Health Innovations Initiative
- Guide for the labelling of drugs for veterinary use
- Guide for the Preparation of Plant Master Files and Imported Drug Submissions
- Guide to Project Evaluation

- Guidelines for Biomedical Facilities using Sheep as Research Animals
- Guidelines for Canadian Drinking Water Quality, Sixth Edition
- Guidelines for Canadian Recreational Water Quality
- Guidelines for developing a Pesticide Toxicology Database
- Guidelines for developing pesticide residues data in foods as consumed
- Guidelines for Evaluation of Safety and Efficacy of Antimastitis Intramammary Infusion Drugs
- Guidelines for Evaluation of Safety and Efficacy of Teat Dip Formulations
- Guidelines for health information programs involving the sale of foods
- Guidelines for incidental additive submissions
- Guidelines for Infection Control
- Guidelines for Product Monographs and Package Inserts for Schedule C Drugs
- Guidelines for Safe Use of Ultrasound: Part II — Industrial and Commercial Applications — Safety Code 24
- Guidelines for Submissions under Section 17 of the Canadian Environmental Protection Act
- Guidelines for the Development of Efficacy Data to Support the Use of Animal Drugs in Feeds
- Guidelines for the nomenclature and classification of externally visible defects in metal containers of canned foods
- Guidelines for the Notification and Testing of New Substances: Chemicals and Polymers
- Guidelines for the Notification and Testing of New Substances: Organisms
- Guidelines for the Practice of Travel Medicine
- Guidelines for the Preparation of Drug Submissions on Schedule C Drugs
- Guidelines for the Preparation of Toxicity and Residue Submissions for the Human Safety of Veterinary Products Intended for Use in Food Producing Animals
- Guidelines for the Production, Distribution, Retailing and Use of Refrigerated Prepackaged Foods with Extended Shelf Life
- Guidelines for the Safe Use of Ultrasound Part I: Medical and Paramedical Applications — Safety Code 23
- Guidelines for Working with the Private Sector
- Guidelines on nutrition labelling
- Hazardous Products Act Reference Manuals
- Health — Based Tolerable Daily Intakes / Concentrations and Tumorigenic Doses / Concentrations for Priority Substances
- Health Protection and Drug Laws
- Homeopathic Preparations: Application for Drug Identification Numbers
- Hospital Disaster Supplies
- How are Health reforms Affecting Seniors? A Participatory Evaluation Guide
- Housing an Aging Population: Guidelines for Development and Design
- Human Health Risk Assessment for Priority Substances
- Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS)
- ICH — Clinical Safety Data Management: Definitions and Standards for Expedited Reporting
- ICH — Dose — Response Information to Support Drug Registration
- ICH — Impurities in New Drug Substances
- ICH — Stability Testing of New Drug Substances and Products
- ICH — Studies in Support of Special Populations: Geriatrics
- ICH — The Extent of Population Exposure to Assess Clinical Safety for Drugs Intended for Long-Term Treatment of Non-Life-Threatening Conditions
- Indoor Air Quality in Office Buildings: A Technical Guide
- Industrial Hemp Technical Manual
- Infection Control Guideline: Infection Prevention and Control Practices for Personal Services: Tattooing, Ear/Body Piercing, and Electrolysis
- Infection Control Guideline: Routine Practices and additional Precautions for Preventing the Transmission of Infection in Health Care
- Infection Control Guideline: Hand Washing, Cleaning, Disinfection and Sterilization in Health Care
- Infection Control Guideline: Proceedings of the Consensus Conference on Infected Health Care Workers – Risk for Transmission of Bloodborne Pathogens
- Infection Control Guideline: Preventing the Spread of Vancomycin-Resistant Enterococci (VRE) in Canada
- Infection Control Guideline: Foot Care by Health Care Providers
- Infection Control Guideline: Preventing Infections Associated with Indwelling Intravascular Access Devices
- Infection Control Guideline: Preventing the Transmission of Bloodborne Pathogens in Health care and Public Services Settings
- Infection Control Guideline: An Integrated Protocol to Manage Health Care Workers Exposed to Bloodborne Pathogens



- Infection Control Guideline: Canadian Contingency Plan for Viral Haemorrhagic Fevers and Other Related Diseases
- Infection Control Guideline: Guidelines for Preventing the Transmission of Tuberculosis in Canadian Health Care Facilities and Other Institutional Settings
- Infection Control Guideline: Occupational Health In Health Care
- Inspection of Biologics Manufacturers
- Inspection Procedures for Food Plant Inspectors
- Investigating Human Exposure to Contaminants in the Environment: A Handbook for Exposure Calculations
- Labelling of Cosmetics
- Labelling of Drugs for Human Use
- Laboratory Biosafety Guidelines
- Laboratory Guidelines for Serotyping and Biotyping Campylobacters
- Laboratory Methods for Neisseria Gonorrhoeae
- Laboratory Methods for the Diagnosis of Legionnaire Disease
- Laboratory Quality Assurance Standards
- Limits of Exposure to Radiofrequency Fields at Frequencies from 10 kHz — 300 GHz — Safety Code 6
- Management of Emergency Delivery
- Manufacture and Testing of Biologics Production by Recombinant DNA Technology
- Manufacture and Testing of Biologics Produced by Recombinant DNA Technology
- Manufacture and Testing of Monoclonal Antibodies and Their Conjugates
- Menopause
- Minister's Steering Committee on Active Living Report
- Moving Through the Years: A Blueprint for Action
- National Alcohol and Drug Treatment Centres — Design 2 costs guidelines
- National Consensus Conference on Foodborne, Waterborne and Enteric Disease Surveillance November 1995
- National Consultation on the Role of the Laboratory Centre for Disease Control in Tuberculosis Prevention and Control ) Proceedings and Recommendations July 1994
- National Enforcement Reports (Prosecutions, Recalls, Imported Products Unacceptable for Sale in Canada, Seizures forfeited)
- National Framework on Aging (NFA)
- National Guidelines for Environmental Noise Control
- National Health Research and Development Program Career Awards Guide
- National Health Research and Development Program Projects Guide
- National Health Research and Development Program Training Awards Guide
- National Symposium on Risk and Prevention of Infectious Diseases for Emergency Response Personnel September 1994
- National Workshop on Tuberculosis, HIV and Other Emerging Issues ) Proceedings May 1993
- Native Alcohol Abuse Program (Manitoba region)
- NIHB Program directives
- Nurses' Drug Classification System
- Nursing Manual — a reference book for Indian Health Nurses (Atlantic, Manitoba, and Saskatchewan regions)
- Occupational Health Assessment Guide
- Occupational Health Nursing Manual
- Occupational Safety and Health Manual — HC
- Office Air: A Worker's Guide to Air Quality in Offices, Schools and Hospitals
- Ontario Region — Procedures for Conducting Compliance Activities
- Oral Contraceptives (1994)
- Patient Care in Flight
- Persistent Diarrhea in the Returned Traveler — (CCDR 1997; 23: 1-8)
- Personal Services: Psychosocial Planning for Disasters
- Plasmid Biology and Recombinant DNA Methodology
- Pharmacy Provider Information Kit
- Policy Guide for the Management of Advisory Committees in Health Canada
- Population Health Fund — Guide for applicants
- Preparation of Human New Drug Submissions
- Preparation of Investigational New Drug Submissions
- Preparation of Veterinary New Drug Submissions
- Product Master Files
- Product Monographs
- Product Recall Procedures
- Program Guidelines
- Protocols for Identification of Neisseria Species
- Public Service Health Manual for Environmental Health Officers
- Radiation Protection in Computed Tomography Installations — Safety Code 31
- Radiation Protection in Dentistry — Recommended Safety Procedures for Use of Dental X-Ray Equipment — Safety Code 30
- Radiation Protection In Mammography —

### Safety Code 33

- Radiation Protection in Veterinary Medicine — Recommended Safety Procedures for Installation and Use of Veterinary X-Ray Equipment — Safety Code 28
- Radiation Safety Codes
- Radiation Safety for Baggage X-Ray Inspection Systems
- Reaching Out: A guide to Communicating with Aboriginal Seniors
- Reference Guide of Funding Sources for Health Research in Canada
- Registration and Inquiry Manual
- Regional Interim Directives Manual (Manitoba region)
- Registration and Inquiry Manual
- Registration Handbook
- Regulatory and Quarantine
- Regulatory Directives
- Requirement for the Safe Use of Baggage X-Ray Inspection Systems — Safety Code 29
- Requirements for Industrial X-ray Equipment Use and Installation — Safety Code 27
- Resources Catalogue (Quebec region)
- Safety Code 23. Guidelines for the Safe Use of Ultrasound Part I — Medical and Paramedical Applications
- Safety Code 24. Guidelines for the Safe Use of Ultrasound: Part II — Industrial and Commercial Applications. 1991
- Safety Code 25. Short-Wave Diathermy Guidelines for Limited Radio Frequency Exposure
- Safety Code 27. Requirements for Industrial X-ray Equipment Use and Installation
- Safety Code 28. Radiation Protection in Veterinary Medicine Recommended safety procedures for installation and use of veterinary x-ray equipment
- Safety Code 29. Requirements for the Safe Use of Baggage X-Ray Inspection Systems
- Safety Code 30. Radiation Protection in Dentistry. Recommended Safety Procedures for the Use of Dental X-Ray Equipment
- Safety Code 31. Radiation Protection in Computed Tomography Installations
- Safety Code 32. Safety Requirements and Guidance for Analytical X-ray Equipment
- Safety Code 33. Radiation Protection in Mammography
- Safety Code 6. Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3kHz to 300 GHz
- Safety Requirements and Guidance for Analytical X-Ray Equipment — Safety Code 32
- Sanitation and Environmental Health Manual for CHR's
- Sanitation Code for Canada's Food Service Industry
- School Health Curriculum
- Seniors Guide to Federal Programs and Services
- Ship's Nurse Manual
- South Zone Field Administrative Manual (Manitoba Region)
- Stability Testing of new Drug Substances and Products (ICH)
- Staphylococcal Phage Typing of Staphylococcal Microorganisms
- Statement on Hepatitis A Vaccines for Travelers- (CCDR 2001; 27: 3-12)
- Statement on High-Altitude Illnesses – (CCDR 1998; 24: 1-9)
- Statement on Japanese Encephalitis Vaccine – (CCDR 1998; 24: 1-4)
- Statement on Meningococcal Vaccination for Travellers – (CCDR 1999; 25: 1-6)
- Statement on Motion Sickness
- Statement on Oral Cholera Vaccination – (CCDR 1998; 24: 1-3)
- Statement on Overseas Travelers and Typhoid – (CCDR 1994; 20: 61-63)
- Statement on Poliomyelitis Vaccination for International Travelers – (CCDR 1995; 21: 145-148)
- Statement on Travellers and HIV/AIDS – (CCDR 1994; 20: 147-149)
- Statement on Travelers and Rabies Vaccine – (CCDR 1994; 20: 201-204)
- Statement on Travelers and Sexually Transmitted Diseases – (CCDR 1994; 20: 204-208)
- Statement on Travelers' Diarrhea – (CCDR 2001; 27 (ACS-3): 1-12)
- Stress Management Manual
- Studies in Support of Special Populations: Geriatrics (ICH)
- SVS Guide
- Terms and Conditions for Grants to National Voluntary Health and Social Service Organizations
- The Assessment of Mutagenicity Health Protection Branch Mutagenicity Guidelines
- The Lot by Lot Testing and Release Programme
- The Risk and Prevention of Tuberculosis Travellers – (CCDR 1997; 1-8)
- The Safe Living Guide: A Guide to Home Safety for Seniors
- The use of opioids in the management of opioid dependence
- Toxicological Evaluation

- Traditional Herbal Medicines
- Training Manuals (Course material) — Work planning & Budgeting — Travel — Lotus Notes Basic Training
- Transfer Payment Procedures Manual
- Travel Medicine Recommendation: Dengue Fever & International Travel – (CCDR 1996; 22: 25-28)
- Travel Statement on Jet Lag – (CCDR 1995; 21: 148-151)
- Tuberculosis Manual
- Tuberculosis Screening and the International Traveller – (CCDR 1996; 22: 149-154)
- Utilization of Continuous Cell Lines in the Manufacture of Biologics
- Viral, Rickettsial, Chlamydial, Mycoplasma Reagents
- Working Actively Together: Canada's Blueprint Toward Active Living in the Workplace
- X-ray equipment in medical diagnostic part a: recommended safety procedures for installation and use — Safety Code 20A

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Enquiries concerning the various programs and activities of the Department, as well as Program Records and Personal Information Banks, should be addressed to the appropriate responsibility centres.

General departmental and branch information is provided by the Communications, Marketing and Consultation Directorate in Ottawa. Contact may be made in person, by telephone or by writing to the Communications, Marketing and Consultation Directorate, Health Canada. The Communications, Marketing and Consultation Directorate publishes a Directory of Publications, available from headquarters.

### Health Products and Food Branch — Ottawa

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Tunney's Pasture  
Ottawa, Ontario  
K1A 0L2

Therapeutic Products Programme  
Holland Cross, Tower B  
1600 Scott Street  
Ottawa, Ontario  
K1A 1B6

### Healthy Environments and Consumer Safety Branch — Ottawa

Holland Cross, Tower B  
1600 Scott Street  
Ottawa, Ontario  
K1A 1B4

### Population and Public Health Branch — Ottawa

Room 1452C, Brooke Claxton Building  
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### First Nations and Inuit Health — Ottawa

Branch Executive Services  
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K1A 0K9

### Communications, Marketing and Consultation Directorate — Ottawa

Brooke Claxton Building, 13<sup>th</sup> Floor  
Tunney's Pasture  
Ottawa, Ontario  
K1A 0K9

Tel.: (613) 957-2991  
Fax: (613) 941-5366

### Human Resources Directorate — Ottawa

Corporate Services Branch  
Brooke Claxton Building  
Tunney's Pasture  
Ottawa, Ontario  
K1A 0K9

### Pest Management Regulatory Agency

2250 Riverside Drive  
Ottawa, Ontario  
K1A 0K9

### RDG — Alberta and Northwest Territories

Suite 815, Canada Place  
9700 Jasper Avenue  
Edmonton, Alberta  
T5J 4C3

### RDG — Atlantic Region

1557 Hollis Street, Suite 702  
Halifax, Nova Scotia  
B3J 3V4



**RDG — British Columbia and Yukon**

Suite 405, Winch Building  
757 West Hastings Street  
Vancouver, British Columbia  
V6C 1A1

The Environmental Health Library  
Health Protection Branch  
Environmental Health Centre

Tel.: (613) 957-1725

**RDG — Manitoba and Saskatchewan**

391 York Avenue, Suite 425  
Winnipeg, Manitoba  
R3C 0P4

The Banting Research Centre Library  
Health Protection Branch  
Sir Frederick G. Banting Research Centre

Tel.: (613) 957-1022

**RDG — Ontario and Nunavut**

4<sup>th</sup> Floor, 25 St Clair Avenue East  
Toronto, Ontario  
M4T 1M2

Health Canada Departmental Library  
2<sup>nd</sup> Floor, Jeanne Mance Building  
K1A 0K9

Tel.: (613) 957-1545

**RDG — Quebec Region**

Guy-Favreau Complex  
Suite 218 — East Tower  
200 René Lévesque Boulevard West  
Montréal, Quebec  
H2Z 1X4

## Reading Room

In accordance with the Access to Information Act, the departmental libraries in Ottawa have been designated as public reading rooms.

Radiation Protection Library  
Room 223, 775 Brookfield Road  
Address Locator: 6302B1  
Confederation Heights  
Ottawa, Ontario  
K1A 1C1

Tel.: (613) 941-8911

The Laboratory Centre for Disease Control Library  
Laboratory Centre for Disease Control Building

Tel.: (613) 957-1362

The Product Safety Library  
Health Products and Food Branch  
1800 Walkley Road  
Ottawa, Ontario

Tel.: (613) 952-5198

Access to Information and Privacy Centre  
Brooke Claxton Building

Tel.: (613) 954-8744

# Historic Sites and Monuments Board of Canada

## Chapter 70

### General Information

### Background

The Historic Sites and Monuments Board of Canada grew out of the interplay of disparate elements of public opinion concerned with heritage preservation and government policy before the First World War. A growing heritage movement encouraged the government to preserve and develop sites with important historical associations. At the same time, the government was looking to extend its national parks system from the west into the east and the idea of creating historic parks around significant historic structures was conceived. The War delayed the introduction of a government program to identify and preserve Canadian heritage; however, in 1919, James B. Harkin, the Commissioner of Dominion Parks, suggested that "An Advisory Board for Historic Site Preservation" be established, and the Historic Sites and Monuments Board of Canada was born.

The Board was given a statutory base for its operations through the Historic Sites and Monuments Act of 1953.

### Responsibilities

The Historic Sites and Monuments Board of Canada has the statutory responsibility to advise the Minister of Canadian Heritage and, through him or her, Parks Canada on the commemoration of nationally significant aspects of Canada's past, including the designation of national historic sites. When forwarding a positive recommendation to the Minister, the Board will also advise with respect to an appropriate level of Program involvement with the subject of commemoration – that is, by the erection of a bilingual bronze plaque, by entering into a cost-sharing agreement with a third party in order to preserve or interpret a site, or, more rarely, when resources are of exceptional quality or rarity and associated with themes of particular significance, by acquisition and development as a national historic site.

The Board also advises the Minister on the designation of heritage railway stations and other matters relating to the implementation of the Heritage Railway Stations Protection Act.

Normally, the Board meets in plenary two times a year to consider submissions from the general public, heritage organizations, provincial and municipal governments, and others regarding matters of

possible national significance. The various committees which it has established to expedite its work, such as the Cultural Communities Committee, the Built Environment Committee and the Inscriptions Committee, meet as required.

### Legislation

The following statutes provide for the operation of the Historic Sites and Monuments Board of Canada:

- Heritage Railway Stations Protection Act
- Historic Sites and Monuments Act

### Organization

At full strength the Historic Sites and Monuments Board of Canada has 19 members: two members from the provinces of Ontario and Quebec and one member from each of the other provinces and the three territories. The National Archivist and representatives of the Canadian Museum of Civilization and of the Department of Canadian Heritage also sit on the Board. The Director General of Parks Canada's National Historic Sites Directorate is the Secretary to the Board.

Provincial and territorial members of the Board are appointed by Order in Council (normally for three or five years). They must be resident in the province or territory that they represent, serve on a part-time basis, and are eligible for reappointment. The Chairperson is appointed by the Governor-in-Council from among the members of the Board.

Located in Hull, Quebec the Historic Sites and Monuments Board of Canada Secretariat, provides administrative support to the Board.

### Information Holdings

### Program Records

#### Historic Sites Minutes

**Description:** Information relating to the deliberations and the activities of the Historic Sites and Monuments Board of Canada. **Topics:** Board Minutes – the record of the Board's deliberations and those of its Committees since its inception; Board policies, criteria and operational guidelines; research papers and studies – prepared to assist the Board in its deliberations; narrative agendas; heritage railway station reports, heritage character statements for heritage railway stations; plaque

inscriptions; correspondence relating to current Board submissions; correspondence relating to Board meetings and agendas and general correspondence. **Program**

**Record Number:** HSM HSM 005

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board and its activities may be directed to:

Secretariat  
Historic Sites and Monuments Board of Canada  
5<sup>th</sup> Floor  
25 Eddy Street  
Hull, Quebec  
K1A 0M5  
Tel.: (819) 997-4059  
Fax: (819) 953-4909  
E-mail: hsmbc-clmhc/HullOttawa/pch/ca@pch

## Reading Room

Secretariat  
Historic Sites and Monuments Board of Canada  
5<sup>th</sup> Floor  
25 Eddy Street  
Hull, Quebec



# Human Resources Development Canada

## Chapter 71

### General Information

### Background

The Department of Human Resources Development Canada (HRDC) was officially created by Bill C-11. The Department of Human Resources Development Act which came into force on July 12, 1996. From November 1993 to the enactment of Bill C-11, HRDC had been operating under a series of Memoranda of Understanding involving various components of the founding departments: Employment and Immigration Canada, Health and Welfare Canada, Labour Canada, Secretary of State and the Department of Multiculturalism and Citizenship.

### Responsibilities

Human Resources Development Canada's main objectives are to:

- Help Canadians prepare for, find, and keep work;
- Assist Canadians in their efforts to provide security for themselves and their families;
- Promote a fair, safe, healthy, stable, cooperative and productive work environment.

HRDC is responsible for:

- The Employment Insurance programs (such as income benefits, and employment related programs, investigation and control)
- The Employment Programs Branch brings together programs which are regionally delivered by the Aboriginal Relations Office, Youth Initiatives Directorate and the Labour Market Directorate.
- Human Investment Programs Branch programs include Canada Student Loans, Canada Education Savings Grants, Office of Learning Technology, Learning Initiatives Program, Sectoral Councils and International Academic Mobility
- HRDC also contributes to Canada's commitment to achieving sustainable development by using sustainable development strategies in the planning process of programs and projects, and by making sure that for each project an environmental assessment is done prior to funding it.

### Legislation

- Canada Assistance Plan Act
- Canada Labour Code, Parts I, II, and III

- Canada Pension Plan – Parts II and III
- Canada Student Financial Assistance Act
- Canada Student Loans Act
- CES Grant Regulations
- Canadian Centre for Occupational Health and Safety Act
- Corrections and Conditional Release Regulations (Part I – Compensation for Death or Disability)
- Department of Human Resources Development Act
- Employment Equity Act
- Employment Insurance Act
- Environmental Assessment Act
- Fair Wages and Hours of Labour Act
- Family Orders and Agreements Enforcement Assistance Act (Part I)
- Federal-Provincial Fiscal Arrangements Act
- Government Annuities Act
- Government Annuities Improvement Act
- Government Employee Compensation Act
- Hudson Bay Mining and Smelting Co., Limited Act
- Labour Adjustment Benefits Act
- Civil Service Insurance Act
- Merchant Seamen Compensation Act
- Non-smokers' Health Act
- Old Age Security Act
- Status of the Artist Act (Part II)
- Unemployment Assistance Act
- Vocational Rehabilitation of Disabled Persons Act
- Wages Liability Act

### Organization

#### Corporate Services

The objective is to provide executive direction, policy development and management support services to the Department. It is pursued through the design and implementation of appropriate policies and programs, the rendering of strategic communications advice, and the development, placement and maintenance of a variety of operational systems. The activity components include: Communications, Finance and Administration, Human Resources Services, Strategic Policy, and Systems.

Communications plans, co-ordinates, and implements HRDC activities in the areas of external and internal communications, public opinion research, promotion,

information, media relations, publishing, and advertising. This group ensures that information is available to the public about HRDC policies, programs and services.

Finance and Administration provides financial, administrative, operational, and management support services to HRDC's operations to ensure accountability, control, and security. This group is also responsible for the administration of the Privacy, Human Rights, and Access to Information Acts.

Human Resources Services provides a full range of personnel services to the Department.

Strategic Policy has broad responsibility for developing and maintaining statistical information banks which may be used for research, evaluation, policy and program analysis, and development in support of various departmental programs and services. This group is also responsible for Intergovernmental Relations and International Affairs.

Systems is responsible for the development and operation of the manual and electronic data processing systems required to execute HRDC programs and services.

## Service Delivery Directorate

The Service Delivery Directorate supports and enhances the Senior Assistant Deputy Minister's (SADM) ability to meet Human Resources Development Canada's service delivery priorities, objectives and policy agenda. The SDD supports the SADM's accountability measures in regards to the effective performance of the Regional Executive Heads, including Call Centres and National Services. This directorate also provides functional direction on all corporate-led service delivery initiatives, including supporting the Deputy Minister's Office (DMO) and the Service Delivery Committee. In order to promote an integrated service delivery approach and ensure a consistent implementation throughout all regions, the SDD works to establish linkages between regional service delivery, corporate structures and external partners. Policy analysis and developmental studies pertaining to service delivery are also conducted in collaboration with functional areas. In addition to consulting with clients, partners, and stakeholders on all new service delivery policies, the SDD represents the department on governmental service delivery initiatives.

## Employment Programs Branch (EPB)

Since April 2000, there has been a new focus in the delivery of the department's human resource investment programs. It was decided that the Human Resources Investment Branch (HRIB) would be restructured into

two new branches. In July, 2000, the Employment Programs Branch (EPB) was created and includes all "regionally-delivered" programs. These activities include: employment and support measures, older worker pilot projects, youth programs, Aboriginal programs and federal-provincial cost shared agreements.

### ◆ Labour Market

The Labour Market Directorate is responsible for the design, development, implementation and evaluation of labour market policies and programs, including federal/provincial initiatives, assisting regional and local offices in the implementation of Employment Benefits and Support Measures and co-ordinating the delivery of the Opportunities Fund and Foreign Workers Programs. The directorate also co-ordinates Labour Market Information and develops a variety of information products, maintains the Labour Market Information System, and manages the national employment service, including labour exchange services like the Job Bank.

### ◆ Aboriginal Relations Office

The Aboriginal Relations Office supports the government's Aboriginal agenda by ensuring HRDC's relationship and investments are consistent with the government's policy and reflect individual, institutional and organizational Aboriginal aspirations, particularly in regard to the development of human resources and employment opportunities.

### ◆ Youth Initiatives

The Youth Initiatives Directorate is the central co-ordinating point for the Government's youth employment strategy, which includes financial allocations and the Department's various youth programs and information and awareness activities across the country. These initiatives are designed to help young people make the transition into the labour market providing them knowledge, employability skills, work experience, and relevant labour market information.

## Human Investment Programs Branch (HIP)

Formerly part of the Human Resources Investment Branch, HIP brings together nationally delivered programs that enable our targeted clientele and communities to learn, acquire skills and participate fully in civic social and economic life. HIP delivers its programs and services through the following five directorates:

### ◆ Social Development

The Social Development Directorate addresses the social inclusion and strengthened partnerships strategic priorities of HRDC through policy development and program investments in three target groups: persons

with disabilities, children and their families, and the voluntary sector. Its responsibilities also include the wind-up of certain cost-shared programs with the provinces/territories, and specific monitoring and compliance under the Canada Health and Social Transfer.

### ◆ Learning and Literacy

In support of the development and improvement of the quality of Canada's human resources, the Learning and Literacy Directorate (LLD) plays a key role in increasing awareness, promoting access and building individual and community capacity for lifelong learning. Through the development and implementation of a broad range of federal learning-related policies, LLD enhances access and opportunities for education through programs such as the Canada Education Savings Grant Program and International Academic Mobility. The Office of Learning Technologies increases the awareness and participation of Canadians in learning through interactive technology. The National Literacy Secretariat raises awareness of literacy and supports Canadians' involvement in literacy activities.

### ◆ Canada Student Loans Program (CSLP)

The Canada Student Loans Program, part of HRDC's Human Investment Programs Directorate, assists full- and part-time students enrolled in designated post-secondary education institutions who demonstrate they are in need of financial assistance. The program objective is to promote accessibility to post-secondary education and ensure that Canadians have an opportunity to develop the knowledge and skills needed to participate in the economy and society. The program also provides four non-repayable Canada Study Grants. CanLearn Interactive at [www.canlearn.ca](http://www.canlearn.ca) provides a comprehensive bilingual resource for learning information, products and services.

### ◆ Human Resources Partnerships

The Human Resources Partnerships' (HRP) mission is to advance partnerships with industry and the learning system to ensure that Canadians have the skills and knowledge required for the workplace. The objectives that guide HRP's work are to increase sectoral capacity; understand and describe skills; encourage learning system to be more responsive to the labour market; promote the workplace as a learning place; and to develop labour market transition mechanisms.

### ◆ Office of Disabilities Issues

The Office for Disability Issues works to advance the Government of Canada's Disability agenda, particularly through collaboration with other branches and directorates of HRDC and other federal departments and agencies. Through horizontally managed initiatives with its partners, the directorate contributes to the

social and economic inclusion of Canadians with disabilities by improving the coherence of government policies and programs, by improving knowledge and understanding of disability issues, by administering grants and contributions for the engagement of national disability organizations, and by encouraging innovation through demonstrations of access and inclusion.

### National Secretariat on Homelessness

The National Secretariat on Homelessness coordinates the implementation of the Government of Canada's National Homelessness Initiative, including the Supporting Communities Partnership Initiative. The Secretariat acts as a catalyst at the federal level to provide leadership and support in the form of information, and expertise, to help communities to respond to their immediate and longer term needs.

### Income Security Programs Branch (ISP)

Income Security Programs Branch promotes and strengthens the economic security of Canadians by developing and administering programs for seniors, persons with disabilities, survivors, and migrants. The Branch's main purpose is to administer the Canada Pension Plan (CPP) and the Old Age Security (OAS) programs. ISP also negotiates and administers International Social Security Agreements.

### ◆ Central Operations

The Central Operations Directorate provides a number of services to the Branch including National Information and Benefit Services, Medical Advisory Unit, Disability Benefits, Operational Support and Administrative Services, Ministerial Inquiries, Access to Information/Privacy and Translation. Functions include the determination, through the evaluation of an applicant's medical history and profile, of eligibility for CPP disability benefits; the processing, maintenance and reassessment of disability accounts, as well as appeals administration; the processing of dual accounts (contributors to both QPP and CPP); the maintenance of the Record of Earnings files, operational and administrative support; and resolution of problems and preparation of responses to ministerial inquiries.

### ◆ International Benefits and Foreign Affairs

The International Benefits and Foreign Affairs Directorate is responsible for the negotiation and administration of International Social Security agreements.

### ◆ National Program Delivery Services

Functions carried out are: Operations and Business Support, Business Systems Support, Strategic Business Technologies, Program Integrity and Quality Services, Rules Based Development and a Project



Office. Functions include support to operations in both regions and headquarters through forms and procedures, problem resolution, coordination of operations problem identification, analysis and follow-up, EDP systems, new technology development and planning, and program integrity.

### ♦ Program Policy and Planning

The Program Policy and Planning Directorate provides a number of services to the Branch including CPP and OAS Programs, Legislation, Policy Interpretation, Planning Coordination and Special Projects, Outreach, Administration, and Forecasting Information and Results Measurement. The activities covered include CPP and OAS program policy direction; planning, special projects and executive briefing; public information awareness projects; preparation of Branch legislative bills and amendments; ministerial and parliamentary liaison; negotiating federal/provincial social assistance and disability income support program agreements; legislative interpretations and related administrative advisories.

### Insurance Branch

The Insurance Group is responsible for the development, implementation and delivery of legislation, policies and programs for:

- coverage and entitlement in relation to Employment Insurance income benefits;
- program delivery efficiency, effectiveness and quality of service and payment of Employment Insurance benefits; and
- the prevention, detection and deterrence of abuse and fraud in relation to the Employment Insurance Program and the Social Insurance Number Program.

### Labour Branch

Labour Branch's objective is to promote a fair, safe, healthy, stable, cooperative and productive work environment that contributes to the social and economic well-being of all Canadians.

Under Parts I, II, and III of the Canada Labour Code, and the Employment Equity Act, the Branch oversees industrial relations, occupational safety and health, labour standards and employment equity in the federally-regulated section (about 10 per cent) of the labour force.

The Federal Mediation and Conciliation Service (FMCS) provides effective settlement of industrial relations disputes and also provides for third-party arbitration, adjudication and referee assistance.

The legislative mandate surrounding Occupational Safety and Health involves operations intended to promote and enforce compliance with the provisions of Part II of the Canada Labour Code and its Regulations in order to prevent accidents and injuries.

With respect to Fire Prevention, the Labour Program delivers fire protection services in federal properties and in First Nations major public buildings and schools to ensure the protection, conservation and minimization of risks due to fire to life, property and the federal Government's financial position.

The Federal Workers' Compensation Service (FWCS) administers the Government Employees' Compensation Act (GECA), the Merchant Seamen Compensation Act (MSCA) and the compensation for death and disability in accordance with the Corrections and Conditional Release Regulations (CCRR).

With respect to Labour Standards and Workplace Equity, this activity establishes and protects employees' rights to fair and equitable conditions of employment. The operations are intended to promote and enforce compliance with the provisions of Part III of the Canada Labour Code and the Fair Wages and Hours of Labour Act and their regulations, and the Employment Equity Act and regulations.

The Workplace Information Directorate (WID) tracks, analyzes and disseminates a vast array of information on industrial relations and collective bargaining in Canada. WID houses the most comprehensive, multi-jurisdictional collective agreements library in Canada (approximately 6,000 agreements) and regularly monitors major contract talks, those covering 500 or more employees. Data on smaller bargaining units (100 to 499 employees), based on a stratified sample approach, were introduced in January 2001 in response to client consultations and to better reflect the industrial and regional composition of the Canadian economy. WID produces the following publications on various industrial relations issues: the Wage Settlements Bulletin, the Workplace Gazette, and the Collective Bargaining Bulletin. In addition to the information on labour organizations and innovative workplace practices in Canada available directly from the website, subscribers can now also access and conduct research on collective agreements through a virtual library – the Negotech.

The Labour Branch is also responsible for Canadian participation in the International Labour Organization and for the implementation of international labour cooperation agreements with the United States of America, Mexico and Chile as well as ongoing participation in the Summit of the Americas and Free Trade Area of the Americas initiatives and the Inter-American Conference of Labour Ministers.

## Corporate Affairs and Planning (CAP) Branch

The Corporate Affairs and Planning Branch works closely with all parts of the department to establish strategic directions and to develop and implement a departmental business plan. The branch focuses on improving the department's ability to track its activities and monitor progress. In addition to linking issues management to longer-term strategic directions and departmental objectives, CAP also plays a key role in supporting the Executive Committees in effective issues management. Through strengthened and integrated corporate planning, accountability and decision-making practices, the branch ensures effective support to the Minister and Deputy Minister.

## Information Holdings

### Program Records

#### Corporate Affairs and Planning Branch

##### Information and Ministerial Correspondence Management (IMCM)

**Description:** Contextual analysis and expert advice and support to Ministers' and Deputy Minister in response to complex/controversial correspondence; preparation of written responses and corporate quality control/editing for final replies; tracking and reporting on correspondence and write-in campaigns addressed to or prepared for the Ministers/Deputy Minister; development and implementation of selection, appointments, reporting, procedures and processes related to Governor-in-Council (GIC) appointments to quasi-judicial bodies (El Board of Referees, CPP/OAS Review Tribunals, Millennium Foundation); Ministers' invitations; acknowledgements and telephone inquiries service to the public, organizations and MPs; identification of current and historic trends from Ministerial correspondence; guidelines for the preparation of ministerial and deputy ministerial correspondence; operational services relevant to prioritization, Ministers' signature books, recording, storing and retrieval capacity. **Topics:** Analysis and action of memoranda and incoming correspondence (paper and internet), with control mechanisms and reporting capacity (reports and trends); Researches and writes replies for the Ministers'/Deputy Minister signature; Co-ordinates, writes and distributes guidelines on ministerial and deputy ministerial correspondence and performs final corporate editing on final replies; Directs and liaises the management process for 650 GIC nominations; co-ordinates Ministers' invitation processes through requests for observations and replies; Interfaces between political,

departmental staff, the public and MPs inquiring on status of written replies; **Storage Medium:** Paper and magnetic media. Information is retrievable by personal identifier, including names of individuals and file numbers, from the CS-CIMS. The personal information contained in the correspondence is not used for an administrative purpose. **Program Record Number:** HRDC SEC 031

##### Briefing, Cabinet and Parliamentary Affairs

**Description:** Cabinet documents, briefing notes/books, and speaking notes; Cabinet business lists, timetables and agendas; Question Period cards and transcripts; Parliamentary activity, Parliamentary Returns, written questions, petitions, motions and requests for documents; departmental briefing system and Upcoming Events Report; guidelines for drafting briefing notes and Cabinet documents, regulatory initiatives and international agreements. **Topics:** Analysis of Cabinet documents and advice to Ministers, information on HRDC's planned Cabinet Committees, Cabinet Committee agendas, anticipated questions in the House of Commons and recommended responses, transcripts of Question Period proceedings, Parliamentary Correspondence and replies, House motions, petitions and document requests and replies; requests for briefings and replies; information on upcoming events involving HRDC Ministers, Deputy Ministers and senior officials. **Storage Medium:** Paper and computer disks. **Program Record Number:** HRDC SEC 046

##### Group Services

**Description:** Accountable for the provision of a diverse set of responsibilities pertaining to the management, control and delivery of all Human Resources, financial, and Administrative functions to support 3 Ministers' Offices, The Deputy Minister's Offices, and Ministerial and Corporate Affairs. **Storage Medium:** Paper. **Program Record Number:** HRDC SEC 039

##### Executive Management Information Services – EMIS

**Description:** Provides office automation services. Also produces statistical reports related to the tracking and control of ministerial correspondence; user and system documentation on the various computer systems developed and maintained by EMIS. **Topics:** Volume of correspondence, production and average turn-around times; design specifications and instructions for use of the Management of Executive Information System and other custom-designed office automation systems used by the clients of EMIS; inventories of software and hardware holding of EMIS and its clients and of requisitions in progress. **Storage Medium:** Paper and magnetic media. **Program Record Number:** HRDC SEC 032



### Corporate Secretariat

**Description:** Organizes and coordinates corporate level initiatives; including National Management Board, Weekly Management Meeting, Employment Insurance Commission meeting, Deputy Minister s' Regional Visits and special projects such as the HRDC leadership conference. **Topics:** Agenda development; document analysis, briefing notes, records of decisions, and administrative arrangements. **Storage Medium:** Paper and electronically, including disks. **Program Record Number:** HRDC SEC 030

### International Information

**Description:** Documentation on other countries and organizations in the fields of welfare and social affairs. **Topics:** Exchange of information between Canada and international organizations; personnel exchanges and visits between Canada and other countries. Accessed by country and by organization. **Program Record Number:** HRDC SEC 065

### International Social Development

**Description:** Files on international relations by country. **Topics:** United Nations General Assembly; Economic and Social Council; Commission for Social Development; Bilateral agreements; International Years and Conferences; miscellaneous committees, conferences and meetings; welfare organizations, such as the International Council on Social Welfare. Accessed by country and by organization. **Program Record Number:** HRDC SEC 045

## Corporate Services

### Access to Information, Privacy, and Human Rights

**Description:** Policy and guidelines on Access, Privacy and Human Rights; statistical and other non-personal information provided by requestors in their access requests. **Topics:** Policies and procedures for each component of the legislation; background on legal interpretations of access rights; statistical data on requests and complaints; documents concerning jurisprudence and records of policy decisions made by the Information and Privacy Commissioners, and Canadian Human Rights Tribunal; appeals and decisions; HRDC policies, procedures and measures encouraging access generally; administrative costs of public rights management. **Storage Medium:** Paper and magnetic tapes. **Program Record Number:** HRDC FAS 040

### Info Source

**Description:** Information detailing HRDC's programs, policies, and services. Employment Insurance, Social Development, Education and Employment, Labour and Income Security Programs. **Topics:** Human resources and related programs. **Storage Medium:** Paper, Online. **Program Record Number:** HRDC FAS 025

### Audits – Internal Audit Bureau

**Description:** Policies, procedures and guidelines for the conduct of assignments, the planning of audits, and support and reference documents used by auditors in compiling assignment reports. **Topics:** IAB Audit Manual, audit tools, final reports, guides for conducting assignments, year-end report. **Storage Medium:** Microcomputer diskette, Intranet or paper. **Program Record Number:** HRDC FAS 005

### Business Resumption Planning

**Description:** Information on policy, correspondence and plans related to the resumption of essential services by local, regional and national offices following an interruption to those services. **Topics:** Policy and manuals concerning business resumption planning, committee reports, briefs and submissions. **Storage Medium:** Paper, computer diskette. **Program Record Number:** HRDC FAS 061

### Grants and Contribution File Reviews – The National Grants and Contributions Performance Tracking Directorate

**Description:** HRDC quality control mechanism to measure improvements and administration of grants and contribution programs, and support documents used by HRDC Senior Management. The execution and reporting of file review and financial review verifications of Grants and Contributions programs. **Topics:** PTD Semi-Annual Progress Reports, Tools and Methodologies. **Storage Medium:** Microcomputer diskette, Internet, Intranet or paper. **Program Record Number:** HRDC FAS 060

### Canadian Occupational Projection System (COPS)

**Description:** Development of occupational labour market supply and demand related analyses and projections in the light of historical, current, and projected labour market conditions, using survey and other data gathered for these purposes. **Topics:** Analysis of economic, industrial and occupational employment growth projections and their implications; analysis of trends and projections in enrollments and graduations from educational and training institutions and subsequent labour market experiences of graduates. **Storage Medium:** Paper and electronic. **Program Record Number:** HRDC SPP 635

### Competency Based Human Resources Management

**Description:** This bank contains information on the implementation of Competency-Based Human Resources Management in HRDC. **Topics:** Articles, research reports, conference and meeting proceedings, reports, and correspondence. **Storage Medium:** Paper, diskette, computer records. **Program Record Number:** HRDC HRS 010



### Data Development

**Description:** Information on projects associated with developing HRDC program data sources. **Topics:** Studies and projects on the development and maintenance of existing data systems for research and analysis purposes. Labour Force Survey and Supplementary Survey files, description of co-operative agreements on information exchange and on developing new labour market databases with other federal departments/agencies and provinces. **Storage Medium:** paper. **Program Record Number:** HRDC SPP 650

### Departure Incentives

**Description:** Early Retirement Incentive, Early Departure Incentive, and information on Workforce Adjustment Programs. **Topics:** Interpretations, policy, legislation, guidelines, Compensation Reference Guide for employees. **Storage Medium:** Paper, diskette, computer records. **Program Record Number:** HRDC HRS 015

### Service Delivery

**Description:** Correspondence, briefings, analysis and general information relating to Service Delivery Policy and other service delivery issues across the department. **Topics:** Service delivery issues. **Storage Medium:** Paper and electronic files. **Program Record Number:** HRDC SDD 001

### Emergency Preparedness

**Description:** Information on legislation, policy, correspondence and contingency plans relating to local, regional, national or international emergencies that affect HRDC emergency support operations. **Topics:** Policy, legislation, publications and manuals concerning emergency preparedness, national emergencies (as outlined in the Emergencies Act, 1988) and administration of emergency preparedness organizations; committee reports, briefs, submissions and plans of action on international or interdepartmental liaison and measures; regional emergency plans; specific plans (local office) for localized disasters (natural or technological); training courses and exercises. **Storage Medium:** Paper. **Program Record Number:** HRDC FAS 050

### Employment Equity Statistics

**Description:** Semi-annual statistical packages of HRDC representation statistics of designated groups both nationally and regionally which are developed from data contained in HR Systems. **Topics:** The data is primarily from the personal information bank PSE-918 "Employment Equity Program". The statistics include information on recruitment, promotion, acting appointments and separations as well as a comparison of the representation versus the labour market availability. **Storage Medium:** Paper, computer files. **Program Record Number:** HRDC HRS 020

### Employment Equity Data Report

**Description:** Provides data derived from the 1991 Census and Health and Activities Limitation Survey (HALS) which show the representation of the four designated groups in the Canadian population, work force, labour force, level of educational attainment and occupational data. **Topics:** Employers covered under the Legislated Employment Equity Program and the Federal Contractors Program. **Storage Medium:** Diskette. **Program Record Number:** HRDC HRS 055

### Consolidated Employer Reports Database

**Description:** Consolidation of employer reports filed annually under the terms of the Employment Equity Act. **Topics:** Includes information in accordance with the Employment Equity Act on designated groups. **Storage Medium:** Diskette. **Program Record Number:** HRDC HRS 006

### Employment Insurance Program Impact Analysis

**Description:** Information on the analysis of the effects of employment insurance on claimants, their dependants, the unemployed and the economy in general. **Topics:** Analysis of income protection for unemployed persons not receiving employment insurance benefits; studies of the extent to which the Employment Insurance Program facilitates labour market adjustments; assessment of financial hardships experienced by employment insurance benefit exhaustees; studies of the employment insurance economic stabilization effects; assessment of the utility and appropriateness of employment insurance coverage for various groups of labour force participants. **Storage Medium:** Paper and electronic. **Program Record Number:** HRDC SPP 695

### Employment Insurance Program Policy Development and Analysis

**Description:** Information on the analysis and development of employment insurance policy to accommodate changing socio-economic and other influences affecting the labour market. **Topics:** Studies and projects on the assessment of the economic and labour market effects of employment insurance; consideration of the adequacy of employment insurance benefit levels in relation to such factors as family composition and size, multiple-income families and different income classes; assessment of labour market efficiencies in light of such influences as an experience rating system; examination and forecasting of employment insurance benefit expenditures and revenues; analysis of maternity benefit program; assessment of the employment benefits and support measures of employment insurance. **Storage Medium:** Paper and electronics. **Program Record Number:** HRDC SPP 690

## Evaluation Services

**Description:** Information on the efficiency and effectiveness of specific demonstration programs/projects and HRDC programs. **Topics:** Studies and projects on the assessment of specific ventures designed and assessment of overall effectiveness of HRDC programs. **Storage Medium:** Paper and electronic. **Program Record Number:** HRDC SPP 689

## Federal-Provincial Relations

**Description:** Information, briefings, policy and analysis of legislation and programs administered by HRDC; policy, guidelines and strategies on federal-provincial relations and coordination. **Topics:** Analysis of federal-provincial relations and strategies; negotiation of bilateral and multilateral agreements on legislated and policy-related issues and programs; analysis of reports and briefs from parliamentary committees, task forces, other levels of government, non-government organizations on issues related to HRDC's mandate or that of other federal departments; analysis of federal-provincial repercussions of Cabinet documents and proposed agreements on a variety of social and economic issues; background analysis and briefings on domestic issues and relations. **Storage Medium:** Magnetic tapes and paper. **Program Record Number:** HRDC SPP 035

## Human Resources Planning

**Description:** Database containing information on the efficient management of personnel. **Topics:** Corporate policies, strategies and discussion papers. **Storage Medium:** Paper, computerized files. **Program Record Number:** HRDC HRS 025

## Employer Registration System

**Description:** Listing of employers by RC account #, giving the reduced rate and brief summary of plans. **Topics:** Premium Reduction Program **Storage Medium:** Tape. **Program Record Number:** HRDC HRS 012

## Information About HRDC'S Programs and Policies

**Description:** Information on HRDC's programs, policies and services. **Topics:** Labour market; employment insurance; youth; service delivery; human resources investment; labour; income security; and international affairs. **Storage Medium:** 90% paper, 5% electronic and 5% video. **Program Record Number:** HRDC PAF 615

## International Affairs

**Description:** Information on projects associated with Canada's involvement in the activities of the Organization for Economic Cooperation and Development (OECD), mainly those of the Direction of Education, Employment, Labour and Social Affairs (DEELSA), in the activities of other international

organizations (e.g. GB, European Union, etc.), as well as informal meetings between various countries.

**Topics:** Studies and projects addressing the analysis of papers and the preparation of briefing material for various meetings, notably of the OECD Employment, Labour and Social Affairs (EESA), revision of the Inventory of Federal Employment and Human Resource Development Measures, analysis and briefings on papers and reports prepared for various international meetings and encounters. **Storage Medium:** Paper and computer diskettes. **Program Record Number:** HRDC SPP 660

## Labour Market Agreements and Alternate Service Delivery

**Description:** Human resource issues related to Labour Market Agreements and Alternative Service Delivery. **Topics:** Correspondence, policy, guidelines, directives, agreements and complaints/grievances. **Storage Medium:** Paper, computer files. **Program Record Number:** HRDC HRS 005

## Learning, Employment and Labour Policy

**Description:** Information concerning federal labour market policies. **Topics:** Studies related to the development of learning, employment and labour policies; also information related to national and international labour mobility. **Storage Medium:** Paper. **Program Record Number:** HRDC SPP 705

## Level Based Staffing

**Description:** A pilot project, Level-Based Staffing is one of four initiatives included in HRDC's Integrated Human Resources Model where employees would be appointed to a level rather than to a position and could rotate into the different sets of duties at level contained in that system, without the need for deployments or appointments. **Topics:** Interpretations, policy, legislation, guidelines, discussion papers, correspondence, etc., regarding the implementation of a Level-Based Staffing System. **Storage Medium:** Paper, diskette, computerized records. **Program Record Number:** HRDC HRS 030

## Control Management Services

**Description:** Statistical information on investigation results. **Topics:** Statistics **Storage Medium:** Diskette. **Program Record Number:** HRDC SYS 007

## Official Languages Complaints

**Description:** Program records include the official languages complaints lodged with the Commissioner of Official Languages with reference numbers. **Topics:** The date, time and office location where the alleged incident occurred and any other supporting documentation pertaining to the complaint. **Storage Medium:** Paper, computer files. **Program Record Number:** HRDC HRS 035



## Personnel Assessment

**Description:** Assessment tools related to resourcing and recruitment in HRDC. **Topics:** This bank contains articles, research reports, manuals, correspondence, training materials and assessment tools related to resourcing and recruitment in HRDC. **Storage Medium:** Paper, computerized files. **Program Record Number:** HRDC HRS 040

## Applied Research

**Description:** Applied Research. **Topics:** Reports and studies, not necessarily related to particular policies and programs, addressing the changing nature of work, economic and social aspects of productivity, employment insurance renewal, the integration of persons with disabilities, investing in children and families, labour adjustment, lifelong learning, macroeconomic/labour market analysis, the prevention of exclusion and poverty reduction, the skill requirements in the knowledge-based economy and society, youth and the labour market. **Storage Medium:** Paper and electronic. **Program Record Number:** HRDC SPP 630

## Security

**Description:** Policy guidelines and general correspondence on security and co-operation with the RCMP, CSIS and provincial bodies. **Topics:** Policies and procedures on personnel, physical, communications, EDP and administrative security; RCMP-HRDC co-operation; CSIS-HRDC co-operation; minutes of meetings; briefs, reports, plans. **Storage Medium:** Paper, magnetic tapes. **Program Record Number:** HRDC FAS 055

## Social Policy

**Description:** Information on social policy concerns on issues related to persons with disabilities, seniors and children, and on analyses of proposed initiatives in the socio-economic field. **Topics:** Social services, social environment, population ageing, seniors, persons with disabilities, children, victims of family violence, gender-based analysis, families, income security, pensions, cities, Canadian Human Rights Act, modernizing benefits, poverty, social inclusion, homelessness, tax policy analysis. **Program Record Number:** HRDC SSP 076

## Quantitative and Information Analysis

**Description:** Descriptive and quantitative information on federal/provincial/international programs in the income security/social welfare sector. Micro-simulation modelling of social security programs. **Topics:** Income security benefits; social services; social security statistics, programs and services for children and persons with disabilities. **Storage Medium:** Paper, electronic storage. **Program Record Number:** HRDC SSP 091

## Strategic Evaluation

**Description:** Evaluation activities at the strategic level to support strategic policy development analysis, and to assess the socio-economic impacts of government's large expenditure programs in terms of achievement of broad government policy objectives and coherence in terms of interaction with other programs and policies. **Topics:** Evaluation at the strategic level, including efficiency and effectiveness considerations of government's large expenditure programs. **Storage Medium:** Paper and electronic storage. **Program Record Number:** HRDC SPP 657

## Surveys

**Description:** Surveys on public attitudes towards HRDC policies, programs and services. **Topics:** Survey data and related analyses which may also be used for the development of communications strategies. **Storage Medium:** Paper and magnetic tapes. **Program Record Number:** HRDC PAF 616

## Universal Classification System

**Description:** An ongoing government-wide project aimed at defining, developing, and implementing a Universal Classification System. **Topics:** Information contained in this bank includes documents related to the development of the Universal Classification Standard, the mandates HRDC's of the Steering Committee and National Working Group and supporting documentation related to the project. **Storage Medium:** Paper, diskette, computerized records. **Program Record Number:** HRDC HRS 045

## National Council of Welfare

**Description:** Reports by the Council. **Topics:** Income security programs, welfare reform, medicare, poverty lines and poverty statistics, the retirement income system, taxation, labour market issues, social services and legal aid. **Storage Medium:** Paper. **Program Record Number:** HRDC NCW 090

## Employment Programs Branch (EPB)

### Aboriginal Programs

**Description:** Information, briefings and correspondence, policies and procedures on labour market programs to meet the needs of Aboriginal people. **Topics:** Development of national policies, strategies and guidelines in relation to the Aboriginal Human Resource Development Strategy (AHRDS); information on the strategy, initiatives and programming in the areas of employment and training, youth, disabled, childcare for First Nations and Inuit communities, urban/off reserve, and capacity building; information on agreements with Aboriginal partners (Aboriginal Human Resource Development



Agreements), information on results. **Storage Medium:** Paper, magnetic tapes and microforms. **Program Record Number:** HRDC EMP 400

## Labour Market Programs

### Employment Benefits and Support Measures

**Description:** Policies, guidelines, correspondence, briefings, methodologies, procedures, reports, analysis, evaluations and project information relating to the Targeted Wage Subsidies, Self-Employment, Job Creation Partnerships, Employment Assistance Services, Skills Development, Local Labour Market Partnerships, Research and Innovations, Labour Market Development Agreements (LMDAs). **Topics:** Implementation costs, assistance, program and activity descriptions, budgets, program expenditures, LMDA costs, results, data, evaluations, analysis, participants, persons with disabilities, women, visible minorities, Aboriginal, Employment Insurance claimants, former claimants, non-insured clients. **Storage Medium:** Paper and electronic. **Program Record Number:** HRDC HRI 293

### National Employment Services System

**Description:** Provides data on jobs available, employers, job seekers, referrals to employment, and related data. **Topics:** Federal government employment initiative. **Storage Medium:** Online. **Program Record Number:** HRDC HRI 015

### Other Labour Market Initiatives

**Description:** Policies, guidelines, correspondence, project information, briefings, methodologies, procedures, reports, analysis, systems, project descriptions, implementation costs, statistics and evaluations relating to the Opportunities Fund, Fisheries Restructuring and Adjustment Measures, Canada Jobs Fund, and Older Workers Pilot Projects. **Topics:** Assistance, program and activity descriptions, budgets, program expenditures, implementation costs, results, data evaluations, analysis, participants, persons with disabilities, fishers, temporary foreign workers, employers, industries, occupations. **Storage Medium:** Paper and electronic. **Program Record Number:** HRDC HRI 195

### Employment Client Services

**Description:** Information generally supports the administration of services to clients seeking employment. Data includes National Occupational Classification (NOC), Canadian Job Strategy, Participant Follow-up Survey, National Job Bank. **Topics:** Federal Government Employment Initiative. **Storage Medium:** Diskette, Tape, Online. **Program Record Number:** HRDC HRI 017

## Employment Development

**Description:** Information associated with employer contracts and project participants related to employment development programs or related programs of the Canadian Job Strategy. **Topics:** Federal Government Employment Initiative. **Storage Medium:** Tape, Online. **Program Record Number:** HRDC HRI 016

### Employment Training

**Description:** Information associated with courses and training registrations for employment training programs or related programs of the Canadian Job Strategy. **Topics:** Federal government training initiative for the unemployed. **Storage Medium:** Tape, Online. **Program Record Number:** HRDC HRI 014

### Foreign Worker Policy

**Description:** Policies, information, agreements and correspondence relating to employment of foreign workers. **Topics:** Employer recruitment of foreign workers; recruitment and utilization of foreign workers in specific occupational and industrial groups; employer's name and address; and demographic area. **Storage Medium:** Paper and electronic format. **Program Record Number:** HRDC EMP 385

### National Employment Service

**Description:** Includes information on labour exchange; labour market; employer's name and location, wages offered, duties, experience required, referrals and results; and information on individuals seeking employment. **Topics:** Employers' requests to a Human Resource Centre of Canada for staff and any actions taken; individuals request for employment; statistics and internal audits; systems, administration of the Employment Insurance Act. **Storage Medium:** Paper, electronic and microforms. **Program Record Number:** HRDC EMP 417

### Youth Programs

**Description:** Information, briefings and correspondence, policies and procedures on employment programs to meet the needs of youth. **Topics:** Development of national policies, strategies and guidelines related to the employment of youth, program information e.g. Youth Internship Canada, Youth Service Canada, Student Summer Job Action, Youth Information and Awareness Initiatives and the Human Resource Centres for Students. **Storage Medium:** Paper, magnetic tapes and microforms. **Program Record Number:** HRDC EMP 460

## Human Investment Programs (HIP)

### National Literacy Secretariat

**Description:** Information relating to literacy in Canada and the social, cultural and economic factors underlying it. **Topics:** Grant and contributions;

federal-provincial-territorial arrangements; voluntary organizations; reports and studies; other government departments; collection of data and information on literacy as it affects communities, business, labour, educational institutions and governments; social action; promotion; and liaison with international institutions.

**Storage Medium:** Paper, electronic format, and magnetic tapes. **Program Record Number:** HRDC CCP 090

### Occupational and Career Information

**Description:** Classification of occupations in the labour market. **Topics:** Analysis of information concerning occupations, trades, crafts and professions; preparation and distribution of publications such as the series on Occupational Trade Analysis, and the National Occupational Classification; computerized career information systems such as Electronic Labour Exchange (ELE). **Storage Medium:** Paper and electronic format. **Program Record Number:** HRDC EMP 455

### Learning Strategies and Support

**Description:** Information on the federal government's support for lifelong learning. **Topics:** The Canada Millennium Scholarships initiative, the Forum of Federal Deputy Ministers and the Council of Ministers of Education, Canada (CMEC), the Learning Initiatives Program, higher education mobility programs, learning statistics, OECD indicators and activities in learning, CanLearn Information Products, such as online learning resources. **Storage Medium:** Paper, electronic format and online information. **Program Record Number:** HRDC NDP 340

### Office of Learning Technologies

**Description:** Information in the area of learning technologies to promote their effective use; to support assessment, research and testing; and to increase the availability and sharing of information on Canadian initiatives, key players and significant developments. **Topics:** Contributions, research projects and studies on selected priority areas; pilot projects; studies on the changing needs of adult learners and of HRDC target groups; information about best practices and innovative learning opportunities, distance education, lifelong learning, and about national and international commissions, committees, conferences, UNESCO and OECD as they relate to the use of technologies for learning. **Storage Medium:** Paper and electronic format. **Program Record Number:** HRDC OLT 467

### Canada Education Savings Grant (CESG) Program

**Description:** Information relating to the savings for post-secondary education of children in Canada and the related social, cultural and economic factors. **Topics:** CES Grant and Registered Education Savings Plan contributions registered through Canada Customs and Revenue Agency; financial institutions which

provide savings vehicles to Canadians; reports and studies; collection of data and information on education savings; and educational institutions. **Storage Medium:** Electronic database, with backup on magnetic tapes. **Program Record Number:** HRDC NDP 005

### Canada Student Loans Program

**Description:** Information on the operations of the Canada Student Loans, eligibility requirements, participating provinces; Canada Study Grants for students with permanent disabilities, students with dependants, high-need, part-time students, female doctoral students, eligibility requirements; student debt management strategies and programs. **Topics:** Legislation, policies, procedures, studies, statistics, publications and other general information/correspondence. **Storage Medium:** Paper and magnetic tapes. **Program Record Number:** HRDC NDP 042

### Receipts

**Description:** Contains information on the payments made by students in repayment of loans provided by the federal government. **Topics:** Payment of student loans. **Storage Medium:** Online. **Program Record Number:** HRDC NDP 023

### Set Off

**Description:** Contains the Social Insurance Numbers (SIN) of students whose loans are still outstanding and which Revenue Canada will collect by retaining income tax due to the individual. **Topics:** Student loans to be reimbursed from income tax payable to the student. **Storage Medium:** Online. **Program Record Number:** HRDC NDP 024

### Claims

**Description:** Contains information on student loans due to be repaid because students have finished their studies. **Topics:** Student loans. **Storage Medium:** Online. **Program Record Number:** HRDC NDP 021

### CLMTRANS

**Description:** Contains information on transactions to create, change and/or remove info on a student loan from the CLAIMS database. **Topics:** Transactions in the CLAIMS system. **Storage Medium:** Online. **Program Record Number:** HRDC NDP 022

## Social Development Directorate

### Contribution-Funded Activities

**Description:** Correspondence, briefings and general information relating to Child Care Visions program, and the Social Development Partnerships Program (previously known as the Disabled Persons Participation Programs and the National Welfare Grants). **Topics:** Quality of child care; child care for Aboriginal children,



rural child care, infrastructure and capacity building, child care policy, disability and inclusion, curriculum development, service delivery, flexible models of care; short-term or emergency care; school-age children, infants, employer supported child care; research and development and program resource materials. Disability-related information and briefings on topics such as employability (including the Employability Assistance for People with Disabilities Initiative), transportation, legislation, recreation, access technologies, international issues, education, housing, federal disability agenda, etc. of Canadians with disabilities. Information relating to national voluntary social services organizations, child welfare, life long development, policy and program development, sharing best practices, strategic planning, community capacity building and mentoring. **Storage Medium:** Paper and magnetic tapes. **Program Record Number:** HRDC SSP 399

### Federal-Provincial Arrangements

**Description:** Correspondence, and other general information relating to the Canada Assistance Plan, Vocational Rehabilitation of Disabled Persons Act, Strategic Initiatives, the Alcohol and Drug Treatment and Rehabilitation program, the Employability Assistance for Persons with Disabilities Initiative, the Fisheries Early Retirement Program, the Program for Older Worker Adjustment, and the Canada Health and Social Transfer; shareability of provincial and territorial program initiatives; changes and costs; and accountability for annual transfer payment; documents pertaining to the certification of layoffs by the Labour Adjustment Review Board and other administrative data pertaining to all above mentioned programs; consultation and information services in the area of international adoptions. **Topics:** Grants and welfare organizations; social assistance; vocational rehabilitation of disabled persons; testing of alternative approaches in employment and training, learning and education and income support and services; research in vocational rehabilitation; welfare services and work activity; Program for Older Worker Adjustment; layoffs by the Labour Adjustment Review Board; Canada Health and Social Transfer; international adoptions. **Storage Medium:** Paper and magnetic tapes. **Program Record Number:** HRDC SSP 395

### Income Security Programs Branch

#### Agreements – International Social Security

**Description:** Information on Canada's objectives in social security agreements; process for developing and implementing social security agreements; model provisions for agreements and administrative arrangements; provisions of specific agreements and how they affect eligibility for Canadian and foreign benefits. **Topics:** Social security agreements in effect and administrative arrangements related to them by

country; correspondence concerning agreements in effect or under negotiation; model provisions and explanatory notes. **Storage Medium:** Paper. **Program Record Number:** HRDC ISP 350

#### Canada Pension Plan Benefit Administration

**Description:** Information on the record of earnings and contributions of CPP contributors; contributor information program; entitlement, payment level and maintenance data of dual contributors; division of earnings; child rearing drop-out, assignments and also information on the determination of disability for purposes of administering the CPP disability benefit program.

**Topics:** Internal memoranda, directives, procedures and guidelines on documentation, adjudication, entitlement, processing, maintenance and historical information on the medical aspects of the CPP. **Storage Medium:** On-line, magnetic tape and paper. **Program Record Number:** HRDC ISP 380

#### Canada Pension Plan Program Policy

**Description:** Information on the development and ongoing review of CPP Program policies. **Topics:** Internal memoranda, briefing notes, memoranda to cabinet, consultation documents, consultant reports and studies. **Storage Medium:** Paper. **Program Record Number:** HRDC ISP 382

#### Forecasting, Information and Result Measurement (FIRM)

**Description:** Research information used in program review and development. Information for the disability protection survey will be collected effective April 2001.

**Topics:** Sources of data, statistical data, studies, surveys, client satisfaction, investigations concerning the protection of invalid and demographic data on invalid benefit requesters. **Storage Medium:** On-line, magnetic tapes and paper. **Program Record Number:** HRDC ISP 345

#### International Operations

**Description:** Information on the development and implementation of administrative arrangements and operational accords related to International Social Security Agreements, the entitlement, payment and maintenance of International Agreement Accounts for Old Age Security and Canada Pension Plan and foreign benefits. **Topics:** Administrative arrangements and operational accords, internal memoranda, directives, procedures and guidelines on the documentation, adjudication, entitlement, processing and maintenance of accounts, International Social Security Agreement booklets. **Storage Medium:** Paper. **Program Record Number:** HRDC ISP 390



## Legislation

**Description:** Information on the review and update of legislation; review and analysis of policy; federal/provincial agreements; Charter and Federal Court challenges to CPP and OAS programs. **Topics:** Historical and background documents, briefing notes and legal opinions for ISP statutory legislation, federal/provincial and international agreements, public and private plans, social security review, CPP/QPP, Income. **Storage Medium:** Paper. **Program Record Number:** HRDC ISP 340

## National Program Delivery Services

**Description:** Information on the design of OAS, CPP and International Agreements application systems and information related to the telecommunications system. **Topics:** Systems studies, projects, reports and recommendations, EDP telecommunications system, client and payment data. **Storage Medium:** On-line, tape and paper. **Program Record Number:** HRDC ISP 355

## OAS Program Policy

**Description:** Information on the development and ongoing review of OAS Program policies. **Topics:** Internal memoranda, briefing notes, memoranda to cabinet, consultation documents, consultant reports and studies. **Storage Medium:** Paper. **Program Record Number:** HRDC ISP 342

## Outreach

**Description:** Information on client service delivery and programs to raise public awareness of CPP and OAS programs. **Topics:** Client sample survey, briefing notes, communications proposals, and potential partnership. **Storage Medium:** On-line, tape and paper. **Program Record Number:** HRDC ISP 344

## Planning Coordination and Special Projects

**Description:** Information on all projects related to planning, audit, policy development and corporate briefings that have national program and service delivery impacts. **Topics:** Client sample surveys, consultant focus testing reports, studies, reports on public and private pension plans, ministerial and parliamentary briefing notes, position papers, house cards and relevant correspondence. **Storage Medium:** On-line, tape and paper. **Program Record Number:** HRDC ISP 371

## Policy Interpretation

**Description:** Information on legislative interpretations, consistency studies and related administrative policy. **Topics:** Income Security Programs legislative interpretations and related administrative policies, advisories, directives, and inquiries. **Storage Medium:** On-line, tape and paper. **Program Record Number:** HRDC ISP 365

## Program Coordination and Maintenance

**Description:** Information on EDP programs and systems used in the administration of Income Security Programs, and information on the administrative aspects of applications program co-ordination for OAS and CPP benefit delivery. **Topics:** Internal memoranda, directives and guidelines on regional operations, design specifications and operating instructions for the application systems. **Storage Medium:** On-line, tape and paper. **Program Record Number:** HRDC ISP 370

## Regional/NHQ Operations – Client Accounts

**Description:** Information on the entitlement, payment and maintenance of accounts for OAS and CPP benefits, appeals administration, assessment of risk of monetary errors and fraud as well as investigations activities. **Topics:** Internal memoranda, directives, procedures and guidelines on the documentation, adjudication, entitlement, processing and maintenance of: accounts, appeals administration, reports, studies, surveys, and manuals. **Storage Medium:** On-line, magnetic tape and paper. **Program Record Number:** HRDC ISP 375

## Reporting Database

**Description:** Information on the design of the Performance Measurement systems for CPP, OAS, International Agreements, Telephony and Client Interviews and the extraction of client data for exchange with internal and external organizations. **Topics:** System studies, projects, reports and recommendations, performance measurement systems, software for management, extraction of client data. **Storage Medium:** On-line, tape and paper. **Program Record Number:** HRDC ISP 372

## Insurance Branch

### Actuarial Services

**Description:** Policy, legislation and actuarial criteria for determining financial parameters and analyzing the experience under the Insurance and Government Annuities Programs. **Topics:** Actuarial Services policy and correspondence, operations of the Annuities Program, budgets, expenses and administration, contributions, premium reductions and benefits, cost estimates and premium revenue estimates, assessment and development of amendment proposals to the Insurance Program, statistical reports and labour force data, interface of Insurance program with guaranteed income proposals, Society of Actuaries, miscellaneous working files, public relations and special briefings, supplementary survey from Statistics Canada, Supplemental Unemployment Benefit plans, Wage Loss Registration plans, program evaluation. **Storage Medium:** Paper. **Program Record Number:** HRDC INS 160

### Annuities

**Description:** Information on the administration of Canadian government annuities contracts and systems supporting administration of the Canadian Government Annuities program. **Topics:** Correspondence on legislative and regulatory proposals, operational procedures, status reports, produces payments T-4 slips for annuity contracts in payment, related financial, actuarial and administrative reports; data bank for contracts not yet in payment – includes premium collection, related reports and micrographic listings, statistical and studies on the program. **Storage Medium:** Paper and magnetic tapes. **Program Record Number:** HRDC INS 545

### Appeals Directorate

**Description:** Policies, procedures, correspondence on the national appeals system and the EI Jurisprudence Library. **Topics:** Policies and programs relating to appeals to the Board of Referees, the Umpire and the Federal Court of Appeal, appeal and decision files, analyses of decision files, individual requests for guidance, activity report, decisions of the Umpire, Federal Court and Supreme Court of Canada on the Internet in the EI Jurisprudence Library Website. The full text of the decisions is published and includes the names of appellants and interested parties. **Storage Medium:** Paper, diskette, computer files, data bases. **Program Record Number:** HRDC INS 210

### Automated Programs

**Description:** Information on all automated programs supporting the administration of EI benefits programs. **Topics:** Correspondence and communication with all stakeholders; publicity and evaluation of automated control programs. **Storage Medium:** Paper, magnetic tape, cartridge, disk, computer files. **Program Record Number:** HRDC ICD 005

### Insurance

**Description:** Information on systems supporting the administration of the employment insurance benefit program. **Topics:** Employment insurance program. **Storage Medium:** Tape. **Program Record Number:** HRDC INS 018

### Insurance Program Services

**Description:** Operational policies and procedures on the delivery of insurance services and programs; project files including statistics on a variety of claimant service issues. **Topics:** Employment insurance program. **Storage Medium:** Diskette. **Program Record Number:** HRDC INS 009

### Benefit Entitlement

**Description:** Policies, guidance, briefings, and correspondence concerning the principles applied when making decisions on claims for benefits under the

Employment Insurance Legislation. **Topics:** Establishing a benefit period, eligibility for benefits; interruption of earnings; antedating a claim; week of unemployment, earnings, voluntarily leaving an employment, misconduct, labour disputes, refusal of employment, availability for work, entitlement while outside Canada, sickness benefits, maternity benefits, parental benefits, conditions and terms in relation to teachers, fishing benefits, claim procedure, reconsideration, amendment of a decision and error correction, false or misleading statements, write off of overpayments, evidence and proof. **Storage Medium:** Paper. **Program Record Number:** HRDC INS 190

### Benefit (Insurance)

**Description:** Information on systems supporting administration of the employment insurance benefit program. **Topics:** Correspondence, status reports. The following is available on Electronic Data Processing (EDP) System: Benefit Pay Systems – processes applications for claims under the Employment Insurance Act and Regulations; processes the claimants' report, produces employment insurance payments; updates status of claims; maintains a history of overpayments; produces daily, monthly and quarterly statistical reports on operations, overpayments and employment insurance fund accounting; produces T4E showing benefits paid and income tax deducted for each claimant; supports associated enquiry functions in local and regional offices. **Storage Medium:** Magnetic tapes and paper. **Program Record Number:** HRDC INS 515

### Sub Program

**Description:** List of employers whose Supplemental Unemployment Benefit plans meet the U.I. Regulations. The database contains details on the type of coverage provided, the number of employees covered, which employee groups are covered, how much they will be receiving and for how long. By next year, the Standard Industrial Classification will also be available. **Topics:** Supplemental Unemployment Benefit Plans. **Storage Medium:** Clipper Micro-computer program. **Program Record Number:** HRDC INS 008

### Support Systems for Agents

**Description:** Client data submitted via the application for EI Benefits, and employment history data collected from ROEs submitted in support of the EI application. These data are used to assess and calculate the clients claims for EI benefits; results are transmitted to OLIS for payment processing. **Topics:** EI claim – specific. **Storage Medium:** Local file server. **Program Record Number:** HRDC INS 013

### Unemployment Insurance Control

**Description:** Information supporting HRDC control activities such as: Record of Employment; Overpayment Detection data; Employer-Registration (Premium



Reduction) data; Tracking HRDC debtors from employment records; Comparison of claimant data to detect possible SIN and employment insurance abuse; Benefit pay extracts, statistics; Family Orders and Agreements; and Employer Masterfile data. **Topics:** Employment insurance. **Storage Medium:** Cartridge tape. **Program Record Number:** HRDC INS 019

### Briefs and Representations

**Description:** Information on recommendations for change in the Insurance Program and legislation.

**Topics:** Views and reactions to EI legislation, briefs on amendments to programs or legislation received from interested parties. **Storage Medium:** Paper. **Program Record Number:** HRDC INS 170

### Civil Service Insurance

**Description:** Records of holders of life insurance policies issued under the Civil Service Insurance Act. Issuance of new policies was discontinued with the introduction of the Supplementary Death Benefit Plan in 1954. **Topics:** Policies in force, death claims, surrenders, and premium records. **Storage Medium:** Paper, details of terminated policies on microfilm by policy number. **Program Record Number:** HRDC INS 030

### Claims Analyses

**Description:** Case files containing recommendations and decisions on complex or unique situations. **Topics:** Legislative and regulatory basis for the area of concern, background and jurisprudence, relevant data of the case, decision and rationale. **Storage Medium:** Paper. **Program Record Number:** HRDC INS 200

### Control Indicator System

**Description:** This system is a tool used to analyze and detect fraudulent EI claims. The system extracts data from internal and external sources. It selects, sorts and manipulates these large data files. **Topics:** Data sources include Records of Employment, EI claims information, Social Insurance Registry data, T4 Supplementary, taxpayer information on self-employed persons and T4U information. **Storage Medium:** Paper, disk, computer files. **Program Record Number:** HRDC INS 017

### Control (Insurance)

**Description:** Information on systems supporting HRDC control activities. **Topics:** Correspondence, status reports. Information held in EDP Systems is organized under the following titles: Record of Employment Systems, Overpayment Detection Systems, Employer-Registration (Premium Reduction) Program, Tracking HRDC Debtors from Employment Records, Comparison of Claimant Data to Detect Possible SIN and Employment Insurance Abuse, Micrographic Listings for the General Control of Employment

Insurance Programs, Record of Offences, Benefit Pay Extracts, Statistics, Merges, Microfiche, Document Control System, Comprehensive Tracking System, Employer Master File System. **Storage Medium:** Paper and magnetic tapes. **Program Record Number:** HRDC INS 525

### Control Operations

**Description:** Information on guidelines, procedures, policies, strategies, operational reports, projects, advice and guidance on the various types of investigations, programs and initiatives related to the activities of Investigation and Control staff across the country.

**Topics:** Correspondence and documents as described above on types of investigations (including formal, employer, selective, auxiliary); authorities of investigators; liaison with law enforcement agencies and other government departments (e.g., Canada Customs and Revenue Agency); prosecutions; New Identities for Victims of Abuse; major fraud activities; identity fraud; group information sessions; legal issues. **Storage Medium:** Paper, diskettes. **Program Record Number:** HRDC ICD 015

### Control Policy

**Description:** Policies, recommendations, correspondence on investigations, prosecutions, administrative penalties, legislation, exchanges of personal information in the area of investigation and control. **Topics:** Analysis of problems and issues; analysis of institutional and operational impact; policies governing the conduct of investigators; liaise with internal organizational components. **Storage Medium:** Paper, magnetic tape, disk, computer files. **Program Record Number:** HRDC ICD 010

### Coverage and Premium Policy

**Description:** Policies on the insurability of employment. **Topics:** Correspondence on the insurability of employment; policy and legislative proposals; operational guidelines; agreements on the insurability of certain classes of workers; matters dealing with formal coverage rulings; insurability appeals, liaison with Canada Customs and Revenue Agency (CCRA); minutes of HRDC/CCRA Operation Committee; review of CCRA rulings, activity reports. **Storage Medium:** Paper. **Program Record Number:** HRDC INS 175

### Data and Program Analysis

**Description:** Information on Investigation and Control performance; accessing from various existing databases to perform analyses and evaluations of current and planned Investigation and Control policies and programs. **Topics:** Statistics, graphics, reports on performance. **Storage Medium:** Paper, magnetic tape, disk, computer files. **Program Record Number:** HRDC ICD 020



## Forms Development

**Description:** Information on the development and control of forms. **Topics:** Individual files containing requests for creating or revising forms, specifications, related correspondence. **Storage Medium:** Paper. and disk **Program Record Number:** HRDC INS 275

## Index of Jurisprudence

**Description:** Contains summaries of significant Umpire, Federal Court and Supreme Court decisions related to Employment Insurance benefit claims. The system can be searched by issue and sub-issues, name of claimant or judge, or decision number. **Storage Medium:** Electronic. **Program Record Number:** HRDC INS 240

## Inquiries

**Description:** Inquiries to the Minister and Senior Commission officials. **Topics:** Guidelines for handling inquiries, individual files showing the receipt, processing and preparation of replies, analyses of correspondence received, reports. **Storage Medium:** Paper. **Program Record Number:** HRDC INS 155

## Insurance Management Services

**Description:** Information on planning, monitoring and analysis of employment insurance performance and strategies. **Topics:** Operation planning activities; operations assessment and monitoring; trend analyses and other reports of workload; resource utilization; productivity; quality and performance measurements; reports on operational impact of proposals for legislative, policy and procedural change. **Storage Medium:** Paper and microcomputer disks. **Program Record Number:** HRDC INS 280

## Insurance Payment Operational Services

**Description:** Information on clerical procedures in HRCCs and regional Insurance Payment Operational Centres. Support of the Payment Automation project and provision of ongoing functional guidance, telephone support and advice to the Employment Insurance Telecentres across Canada. **Topics:** Procedures and operational guidelines pertaining to claims for benefit, policy and system changes that impact on clerical procedures, electronic biweekly claim reporting and payment initiatives such as Teledoc, Direct Deposit and Mail Elimination, automated voice response enquiry system (AVRES), liaison with Public works and Government Services for the direct deposit of benefits, liaison with the Department of Justice for the garnishment of benefits for family order agreements and with Canada Customs and Revenue Agency for recoupment of income tax dept from benefits, activity reports on electronic reporting, payment and telephone services, correspondence and liaison with national and regional responsibility centres on topics related to claimant services and levels of performance. **Storage Medium:** Paper and computer disks. **Program Record Number:** HRDC INS 263

## Insurance Program Services

**Description:** Operational policies and procedures on the delivery of insurance services and programs, project files including statistics on a variety of claimant service issues. **Topics:** Procedures and guidelines pertaining to claims for benefit, back-dating of claims, fishing benefits, work-sharing arrangements, assignment of benefits, processing of appeals, claimant interview program, advance payment of benefits and recovery of overpaid benefits, information on operating policies pertaining to sickness and maternity claims, disclosure of Insurance information, guidelines, procedures, directives to employers and regulatory proposals with respect to the records of employment, legislative and regulatory proposals and policy for the SIN program, impact of postal disruptions on claims processing, monitored payment of benefits, representatives of claimants, transfer of claims, union hiring halls, development and update of the Corporate Letterbook System, Support System for Agents, co-ordination of the Service Delivery Representative function, guidelines on processing claims enquiries, training plans for new or revised procedures and ongoing training requirements, hiring and remuneration of Insurance contract agents, liaison with union hiring halls, liaison with claimant groups, union and industry representatives, activity reports, correspondence with national and regional responsibility centres on topics related to claimant services such as operational guidelines, project activity and levels of performance and the employment Insurance Intranet/Internet sites. **Storage Medium:** Paper, disk, CD ROM, Intranet and Internet. **Program Record Number:** HRDC INS 260

## Insurance Quality Services

**Description:** Information on operating policies and procedures pertaining to the review of claim files for the Comprehensive Tracking System and to the quality of our services. **Topics:** Correspondence with Human Resources Centres of Canada (HRCC), the regions, concerning quality management and employers concerning ROE validation guidance to the HRCCs on the review of claim files, quarterly quality analysis reports, copies of claim files reviewed, and guidelines for the quality monitoring of claims. **Storage Medium:** Paper and computer disks. **Program Record Number:** HRDC INS 285

## Interstate Benefits

**Description:** Coordination of the interstate benefit activity: liaison with U.S. Railroad Retirement Board, U.K. Department of Health and Social Services. **Topics:** Correspondence with Systems and regions, with individual states of the U.S., reciprocal agreements, operational procedures, activity reports. **Storage Medium:** Paper and computer disks. **Program Record Number:** HRDC INS 265

### Interstate Benefits – 2

**Description:** Coordination of the interstate benefit activity and other special arrangements: includes operational procedures and activity reports. **Topics:** Interstate Benefits. **Storage Medium:** Diskette. **Program Record Number:** HRDC INS 011

### Labour Adjustment Benefit

**Description:** Information on the administration of the Labour Adjustment Benefit Program. **Topics:** Policies, procedures and correspondence pertaining to labour adjustment benefits, activity reports. **Storage Medium:** Paper. **Program Record Number:** HRDC INS 185

### Management Services

**Description:** Information on overall planning, and information on Investigation and Control performance. **Topics:** Consultations on goals and objectives; operational planning; project outlines; general matters dealing with control of abuse and fraud; prosecutions and fines as well as statistics on penalties. **Storage Medium:** Paper, magnetic tape, disk, computer files. **Program Record Number:** HRDC ICD 025

### Policy and Legislation Development

**Description:** Policies, draft legislation, correspondence related to the Insurance Program. **Topics:** Legislative reviews, procedures, information and policy papers on entitlements to benefits, eligibility for sickness, maternity and parental benefits, entitlement to benefits, payments in certain types of cases such as self-employed fishers, teachers, deceased or incapacitated claimants, monies considered as earnings for benefit purposes, payment of benefits to persons undertaking approved training or involved in job creation or work-sharing programs, coverage and insurability of employed workers. **Storage Medium:** Paper, electronic historical data, computer disk. **Program Record Number:** HRDC INS 165

### Premium Reduction Program

**Description:** Information on policies and procedures pertaining to premium reduction and on the granting and control of employment insurance premium reduction for employers with qualified salary replacement plans. **Topics:** Legislative and regulatory proposals, policy statements, appeals, development of an approach to auditing employers, granting of employment insurance premium reductions to employers, operational procedures, employer applications, documentation, enquiries, complaints, etc. **Storage Medium:** Paper, electronic historical data, and computer disks. **Program Record Number:** HRDC INS 205

### Record of Employment (ROE)

**Description:** Information on the processing of the Record of Employment (ROE) and second copies of the ROE. **Topics:** Procedures, guidelines and

correspondence on the processing of the second copy of the ROE forms and maintaining the ROE information bank. **Storage Medium:** Paper, microfilm and magnetic tapes. **Program Record Number:** HRDC INS 270

### Record of Employment (ROE) – 2

**Description:** Information on the processing of Record of Employment (ROE) forms. **Topics:** Procedures, guidelines and correspondence on processing ROE forms and maintaining the ROE information bank. **Storage Medium:** Tapes. **Program Record Number:** HRDC INS 010

### Release of Information

**Description:** Information on the release or exchange of SIN information. **Topics:** Guidelines and correspondence on the release of SIN information to individuals, other government departments or agencies, exchange of information and data with other government departments. **Storage Medium:** Paper and computer disks. **Program Record Number:** HRDC INS 590

### Research and Development

**Description:** Development and research of new control programs, development of new training material and Internet/Intranet web pages. **Topics:** Correspondence, reports, pilot evaluations on newly developed control programs. Publication of the Investigation and Control Report. Information on the development of controls for the SIN. **Storage Medium:** Paper, magnetic tape, disk, computer files. **Program Record Number:** HRDC ICD 030

### Social Insurance Number (SIN) Investigation Services

**Description:** Information on guidelines and strategies for the development of control programs and for the conduct of SIN investigations. **Topics:** Guidelines, procedures, correspondence on SIN investigations; liaison with law enforcement agencies; operational reports; research projects; functional guidance on SIN investigations; guidelines and procedures for SIN prosecutions. **Storage Medium:** Paper, disk, computer files, corporate memory data storage unit. **Program Record Number:** HRDC ICD 023

### Social Insurance Number Registration

**Description:** Information on applying for Social Insurance Numbers and systems supporting administration of the SIN program. **Topics:** Correspondence on legislative and regulatory proposals, processing of SIN applications, supporting documentation for Canadian citizens, permanent residents and individuals who are neither, replacement SIN cards, amendment to SIN records, mass registration, internal control and issuance of SINs, production and activity reports, quality of service, initiatives to address the Auditor General report on the management of the SIN and other studies on the SIN



program, status reports, data bank of all SINs issued in Canada, used to validate SIN data; produces reports and micrographics. **Storage Medium:** Paper and magnetic tapes. **Program Record Number:** HRDC INS 585

### Supplemental Unemployment Benefits

**Description:** Information on policies pertaining to and the administration of the Supplemental Unemployment Benefit program. **Topics:** Legislative and regulatory proposals; policies and guidance; activity reports, operational procedures, employer files containing submissions, enquiries, internal quality control, mainframe database of employers with approval plans, operation and statistical reports. **Storage Medium:** Paper, electronic historical data and microcomputer disks. **Program Record Number:** HRDC INS 180

### Support (Insurance)

**Description:** Information on support for the implementation of Employment and Benefit EDP systems, including micrographics. **Topics:** Correspondence; evaluation reports. **Storage Medium:** Magnetic tapes and paper. **Program Record Number:** HRDC INS 530

## Labour Branch

### Canada Labour Code, Part I (Industrial Relations)

**Description:** Representations, revision, development, amendments and general information re Part I of the Canada Labour Code (Industrial Relations). **Topics:** Arbitration – general; cases; studies and surveys; awards. Notices of Dispute; requests for conciliation and appointments of conciliation officers; commissioners and mediators. Requests for ministerial consent to make complaints to the Canada Industrial Relations Board alleging unfair labour practices (bargaining-related complaints). Correspondence and general documentation on labour relations topics. Industrial labour conditions and labour relations – general; strikes and lock-outs; government departments and agencies; trade unions; individual unions; air transport; banking; fishing; grain elevators; highway transport or trucking; mining and processing; radio and television; railways; shipping; stevedoring and longshoring; telephone and telegraph system; safety, seniority, pensions, hours of work, wages, dismissal. Proceedings of the Task Force on Labour Relations (committee minutes, studies, briefs, Cabinet discussions, final recommendations); proceedings of various industrial inquiry commissions (minutes, submissions, reports and recommendations). Labour board and court decisions impacting on the interpretation of Part I of the Canada Labour Code. Branch contact with parties following the certification of unions by the Canada Industrial Relations Board for the purpose of ensuring their understanding of the dispute settlement provisions. **Program Record Number:** HRDC LAB 040

### Canada Labour Code, Part II (Occupational Health and Safety)

**Description:** Representations, revision, development, amendments and general information re Part II of the Canada Labour Code (Occupational Health and Safety). **Topics:** Safety legislation, standards and regulations; revisions, developments, amendments, interpretations and jurisdictional matters; development of safety regulations; federal and provincial legislation, standards and regulations. Statistical information on work-related injuries and on costs of proposed amendments to occupational health and safety regulations, obtained through surveys or from administrative records. The information includes a summary of Canada's provincial workers' compensation boards annual injury claim counts and related expenditures, a federal jurisdiction industries data base on work injuries (consisting of employers' annual work injury and employment counts and a register of employers, statistical summaries of which appear annually in a publication on Canadian occupational injuries and their cost), Canada's work-related fatalities (including worker information and fatal injury details); Employers' Annual Hazardous Occurrence Investigation Reports; fatality reports; grain dust medical surveillance data. Reporting and investigation of hazardous occurrences and work-related injuries, and occupational health and safety matters; also complaints and enquiries by individuals and employers; hazardous occurrences – general reports of fatalities; employers' annual hazardous occurrence reports; investigations. Information on health and safety surveys (in automated form), studies on hazards to workers in various sectors, and other activities to assist in the development of improved safety of workers; inquiry commissions and boards; provincial inspection agreements; monitoring studies. Health and Safety committees as established under Part II of the Code, sections 136 and 137; committee minutes; guidelines; monitoring studies. **Storage Medium:** Paper and electronic. **Program Record Number:** HRDC LAB 240

### Canada Labour Code, Part III (Labour Standards)

**Description:** Representations, revision, development, amendments, and general information re Part III of the Canada Labour Code (Labour Standards) and the Fair Wages and Hours of Labour Act. **Topics:** General; rules and regulations of the Code; hours of work extension orders; interpretation coverage by industry; enquiries on the Code by industry; ministerial orders; enquiries outside the Code by province; posting of notice of the Code; studies complaints, investigations, shared-cost program projects, and enquiries. Requests for the appointment of adjudicators to hear unjust dismissal complaints. Complaints; legal opinions; investigations; reports and prosecutions against individuals, groups and companies; inspection procedures. Hours of work – general; policy; interpretations; application and reports; averaging; regulations; modification; studies;



surveys; liaison – internal and provincial committees; individual industry exemptions. Inquiry commissions generally; by subject; by industry; by section of the Code. Group and individual termination – general; interpretations; application policy; unjust dismissal – general and interpretations; redundancy and layoff program – general. Holidays – interpretations; substitution with or without collective agreement, by industry and federal departments; maternity leave, bereavement, and sick leave – interpretations by industry; vacations with pay – interpretation, waive vacation for year of employment, approving vacation for year of employment; severance pay – general; garnishment – interpretations and policy. Requests for the appointments of referees to hear wage recovery appeals. Review and analyse reports from field officers related to implementation of equal wages in federal jurisdiction establishments subject to Part III of the Canada Labour Code. **Storage Medium:** Paper. **Program Record Number:** HRDC LAB 180

### **Canadian Association of Administrators of Labour Legislation (CAALL)**

**Description:** Information on activities between federal, provincial and territorial governments in the labour field, organization, arrangements and other secretariat services for the Canadian Association of Administrators of Labour Legislation, conferences and related matters. **Topics:** Ministers' meetings; annual and spring meetings; meetings of the executive. Standing committees include: Statistics and Research; Women in Employment; Occupational Safety and Health; Labour Relations; Labour Standards; and the Ad Hoc Committee on Work-Life Balance. **Storage Medium:** Paper. **Program Record Number:** HRDC LAB 120

### **Collective Agreements**

**Description:** All collective agreements under federal jurisdiction and agreements under provincial jurisdiction covering 100 or more employees. **Storage Medium:** Microfiche for older agreements, paper files and electronic data base. **Program Record Number:** HRDC LAB 155

### **Collective Bargaining Settlements**

**Description:** Information on collective bargaining settlements including developments on negotiated wage adjustments and provisions in collective agreements. **Topics:** Collective bargaining; negotiated wage changes; provisions in collective agreements. **Storage Medium:** Electronic data base. **Program Record Number:** HRDC LAB 160

### **Employment Equity**

**Description:** Information on activities related to the promotion and administration of Employment Equity including the Employment Equity Act and the Federal Contractors Program. **Topics:** General information and

correspondence pertaining to employment equity; guidance, training and tools for regional HRDC Workplace Equity Officers (WEOs); information sharing with national employer, labour, professional and designated group organizations; employment equity program promotion and communications. Correspondence related to federal employment equity programs; briefing notes; information on how to develop and implement good employment equity programs; technical training manuals for WEOs; publications for the general public and specific audiences (employers, organized labour, and designated group organizations); implementation of employment equity by contractors with 100 employees or more and who seek to provide goods and services to the federal government. Guidelines for contractors; directorate operational plans and studies; review and assessment reports; ministerial communiques; general correspondence; merit awards in recognition of special efforts; goals and objectives of the Federal Contractors Program. Development and dissemination of data on designated groups, formatting and dissemination of availability data; design and operation of micro-computer programs to analyze employment equity reports submitted annually by federally-regulated employers; development of operational definitions of designated groups, technical training. General correspondence, information on research relating to the employment of target groups, data on target groups, development and maintenance of a number of repositories across Canada of employment equity reports. **Storage Medium:** Paper, microfiche and electronic formats including compact disks and disquettes. **Program Record Number:** HRDC LAB 496

### **Federal Contracts**

**Description:** Information on federal contracts by department or agency to individuals and companies. **Topics:** General policy; labour conditions by federal department and agencies. **Storage Medium:** Paper. **Program Record Number:** HRDC LAB 190

### **Federal Industries**

**Description:** Information on labour, industrial relations and collective bargaining with particular reference to the federal jurisdiction. **Topics:** Industrial relations issues and developments, collective agreement negotiations and disputes; federal industries – air and truck transport, railways, shipping and ferries, banks, Crown corporations, St. Lawrence Seaway, feed and flour mills, grain elevators, mining, pipelines, broadcasting, telephones and cable systems, and port operations. **Storage Medium:** Paper. **Program Record Number:** HRDC LAB 030

### **Fire Prevention**

**Description:** Information on fire safety in and around government of Canada property. **Topics:** Fire protection; fire emergency organization; fire orders and

drills; inspections and investigations; promotion and development of fire safety; fire loss statistics and reports; false alarms; fire safety equipment standards and engineering services. **Storage Medium:** Paper. **Program Record Number:** HRDC LAB 270

### Federal Workers' Compensation

**Description:** Information on the Government Employees' Compensation Act, the Merchant Seamen Compensation Act, and compensation for death and disability in accordance with the Corrections and Conditional Release Regulations Determination of coverage for federal employees, merchant seamen and penitentiary inmates who make claims as a result of an accident or other work-related injury. **Topics:** Terms and conditions to establish coverage and benefits; federal legislation and regulations; provincial agreements; workers' compensation boards' claim data. **Storage Medium:** Paper. **Program Record Number:** HRDC LAB 235

### Inter-American Labour Cooperation

**Description:** Information on labour legislation from Canada, Mexico, the United States, Chile and various countries in the Americas, as well as, activities under the North American Agreement on Labour Cooperation (NAALC), Canada-Chile Agreement on Labour Cooperation, and labour initiatives related to the Free Trade Area of the Americas/Summit of the Americas processes and the Inter-American Conference of Ministers of Labour. **Topics:** Texts of International Labour Agreements; information on labour legislation from Canada, Mexico, Chile, the United States and various countries in the Americas; labour-related academic/research documents from Canada, Mexico, Chile and the United States and various countries in the Americas; documents related to the four-year Review of the NAALC; general documents on North American Free Trade Agreement, Canada-Chile Free Trade Agreement; annual report of the Canada-Chile Agreement on Labour Cooperation; transcripts and proceeding of cooperative activities under the NAALC; annual and research reports from the Secretariat of the Commission for Labour Cooperation; information on Public Communications under the NAALC, including official correspondence, official documents, transcripts of public meetings/ hearings, public reports of reviews, news releases, research reports, summaries of communications and newspaper articles. **Storage Medium:** Paper. **Program Record Number:** HRDC LAB 010

### International Labour Organization (ILO)

**Description:** Information on the Department's international labour activities involving the International Labour Organization. **Topics:** ILO – general; constitution; staffing; press releases; financial; reports; statistics; surveys; publications. Conferences – ILO annual conferences, preparatory and specialized international conferences, regional conferences.

Committees – ILO Governing Body and its committees, industrial committees, Committee of Experts on the Application of Conventions and Recommendations. Meetings – Specialized meetings of experts; tripartite, international meetings. **Storage Medium:** Paper. **Program Record Number:** HRDC LAB 100

### International Services

**Description:** Information on the Department's international labour activities, including gathering of information. **Topics:** Sources of information by country, labour counsellors. **Storage Medium:** Paper. **Program Record Number:** HRDC LAB 105

### Labour Law Documentation

**Description:** Information on labour bills, regulations and Acts, publications and reports. Facilitating research on labour law issues. **Topics:** Bills; statutes, official Gazettes and regulations for all jurisdictions in Canada; publications on Industrial relations, employment standards and occupational safety and health legislation in Canada. **Storage Medium:** Electronics and paper. **Program Record Number:** HRDC LAB 121

### Labour Union Information

**Description:** Information on union membership, labour organizations, union officials and conventions. **Topics:** Union membership; addresses and telephone numbers; names of union officials; and dates of conventions. **Storage Medium:** Electronic data base. **Program Record Number:** HRDC LAB 171

### Labour-Management Partnerships Program

**Description:** Information on financial contributions which support joint labour-management initiatives fostering more innovative, productive and cooperative workplaces. **Topics:** New industrial relations and approaches; joint labour-management initiatives, labour-management seminars and conferences. **Storage Medium:** Paper. **Program Record Number:** HRDC LAB 135

### Organization for Economic Cooperation and Development (OECD)

**Description:** Information on the Organization for Economic Cooperation and Development in which the Department has a strong interest, including minutes and proceedings. **Topics:** Directorates; committees; working parties; committee of experts; seminars; conferences; commissions. **Storage Medium:** Paper. **Program Record Number:** HRDC LAB 110

### Strategic Policy and International Labour Affairs Directorate: Policy Development Division

**Description:** Information/research on issues affecting the changing workplace. **Topics:** Work and family, work-life balance, changing employment relationships,



increase of contingent (non-standard) work, continuous workplace learning, innovative workplace practices, worker security, ageing workers, productivity. Recent studies include: work and family provisions in collective agreements; workplace supported day care; APEC: three Canadian case studies of collaborative tri-partite workplace practices; A dedicated website on work-life balance targeting employers and human resources professionals. **Storage Medium:** Paper, electronic and online. **Program Record Number:** HRDC LAB 015

### Preventive Mediation

**Description:** Information on preventive mediation assignments of Branch staff to assist parties in resolving problems during closed period of their collective agreements. **Topics:** Preventive mediation cases. **Storage Medium:** Paper. **Program Record Number:** HRDC LAB 075

### Strikes and Lock-Outs

**Description:** Data on strikes and lock-outs, for both federal and provincial jurisdictions. **Topics:** Strikes and lock-outs. **Storage Medium:** Computer and paper. **Program Record Number:** HRDC LAB 170

### United Nations (UN)

**Description:** Information on labour activities at the United Nations. **Topics:** Financial, press releases; UN development programs; UN Economic and Social Council – commissions, specialized agencies, technical assistance board. **Storage Medium:** Paper. **Program Record Number:** HRDC LAB 115

### Wages

**Description:** Information on minimum wages on deferments, equal wages and payment of wages. **Topics:** Minimum wages – general, interpretations by industry, paid on a bases other than time; reduced wages for the handicapped and trainees; statement of wage exemptions; deferments – general; equal wages – general interpretation by industry; payment of wages – general and interpretations. **Storage Medium:** Paper. **Program Record Number:** HRDC LAB 225

### Workplace Information Directorate

**Description:** Information gathering and dissemination on activities to encourage and facilitate access to the public information required by those involved in the collective bargaining process. **Topics:** Liaison and cooperation with federal and provincial departments and agencies, management organizations and associations, labour unions, universities, and regional and international offices. **Storage Medium:** Paper. **Program Record Number:** HRDC LAB 145

### National Secretariat on Homelessness (NSH)

**Description:** Information on the federal government's approach on homelessness; briefings and

correspondence, and procedures on the homelessness initiative. **Topics:** Implementation of the Supporting Communities Partnership Initiative. Information on agreements with communities and non-for-profit and private sectors. **Storage Medium:** Paper and electronic format. **Program Record Number:** HRDC NSH 227

## Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

### Accounts and Accounting

### Acts and Legislation

### Administration

### Administration and Management Services

### Audits

### Budgets

### Buildings

### Buildings and Properties

### Classification of Positions

### Co-operation and Liaison

### Employment and Staffing

### Equipment and Supplies

### Finance

### Furniture and Furnishings

### Human Resources

### Lands

### Occupational Health, Safety and Welfare

### Office Appliances

### Official Languages

### Pensions and Insurance

### Personnel

### Procurement

### Salaries and Wages

### Staff Relations

### Training and Development

### Utilities

### Vehicles

## Personal Information Banks

### Corporate Services

#### Access to Information, Privacy, and Human Rights

**Description:** This bank contains Access and Privacy Request Forms and Human Rights complaint forms sent by individuals pursuant to the Access to Information Act, Privacy Act or the Canadian Human Rights Act the replies to such requests and information related to their processing. Information on exclusions or exemptions claimed or on complaints handled may also



be included, as well as information on right of access by virtue of being a Canadian citizen, permanent resident or in a class created by order-in-council. This bank also contains requests for destruction and correction. **Class of Individuals:** Canadian citizens, permanent residents and other persons approved by the Governor in Council who have requested access to information held by HRDC, as well as persons who have authorized Canadian citizens or permanent residents to request access to their personal information on their behalf.

**Purpose:** Information in this bank is used to process requests under the Access to Information Act and the Privacy Act and to report on the number and type of requests received, fees collected, administration costs and complaints handled. **Consistent Uses:** Information may be used for internal audit purposes. It may be provided to private sector research firms for planning, statistics, research and evaluations. **Retention and Disposal Standards:** Privacy and access request files are retained for two years. Human rights complaint files are retained for 3 years after the last action. **PAC**

**Number:** 86-001 **TBS Registration:** 002393 **Bank Number:** HRDC PPU 405

#### Accounts Payable

**Description:** Information contained in this bank includes names and addresses of firms and individuals, invoices for services rendered or products provided detailing the amount owing, and any supporting documentation to substantiate the account. **Class of Individuals:** Canadian, foreign citizens and firms. **Purpose:** The purpose of this bank is to maintain information on the payment of accounts to firms or individuals for services or products provided to HRDC. **Consistent Uses:** This bank is used to account for all amounts of money paid to firms or individuals, and to authorize cheques. **Retention and Disposal Standards:** Six fiscal years. **PAC**

**Number:** 86-001 **TBS Registration:** 000454 **Bank Number:** HRDC PPU 055

#### Application for Employment

**Description:** Information in the bank includes curricula vitae and related correspondence of persons interested in working for HRDC and requests for transfers from employees of other departments within the federal government. **Class of Individuals:** All applicants for employment with HRDC are identified in the bank.

**Purpose:** The purpose of the bank is to maintain a record of applications for employment with HRDC. **Consistent Uses:** The information may be provided to private sector research firms for the purposes of planning, statistics, research and evaluation. **Retention and Disposal Standards:** These records are retained for a period of two years. **PAC Number:** 86-001 **TBS Registration:** 001970 **Bank Number:** HRDC PPU 420

#### Canada Out Of Employment Panel (COEP) Databank

**Description:** This bank contains information on individuals who are out of employment following a job separation and, in particular, UI/EI clients. The information is obtained through a survey called the Canada Out of Employment Panel (COEP) conducted by Statistics Canada and is designed to collect a range of information for each respondent, including demographics, employment history, job search activity, training activity, the collection of UI/EI benefits and changes in household income and consumption. COEP was designed in 1996 to provide data spanning the UI and EI regimes. **Class of Individuals:** Survey participants are randomly selected from among those who had a job separation in the quarter preceding the survey. This includes both those who claimed UI/EI benefits and those who did not claim UI/EI. Only those participants who gave their informed consent to the survey and to sharing their survey data with HRDC are included in the databank. **Purpose:** The purpose of the bank is to provide and maintain timely and detailed individual and household-level data on job-leavers. The information permits the monitoring and evaluation of how individuals, communities and the economy have adjusted to unemployment and to changes in the EI system. The data are also used to meet the yearly requirements of the Monitoring and Assessment Report to Parliament. **Consistent Uses:** The databank is collected and maintained to provide data for EI and labour market evaluation purposes. **Retention and Disposal Standard:** Survey results at HRDC will be kept for 10 years. Information at Statistics Canada is kept in accordance with their retention and disposition policy. **PAC Number:** To be established. **TBS Registration:** 005001 **Bank Number:** HRDC PPU 229

#### Departmental Accounts Receivable System (DARS)

**Description:** This bank is a computerized record of accounts receivable other than employment insurance overpayments. Each record contains the name, address, age, gender, SIN, and preferred language of the debtor along with information relating to the reason for and the amount and the repayment method. **Class of Individuals:** All individuals, or organizations who have received overpayments, student loans and grants and contributions under an HRDC program with the exception of employment insurance. **Purpose:** To facilitate the collection of accounts receivable in compliance with TB directives, Public Accounts of Canada and with various directives from the Auditor General of Canada and the Receiver General for Canada. **Consistent Uses:** To report accounts receivable in the Public Accounts of Canada. It is matched with the Report on Hirings (HRDC PPU 210), the individual income tax return (RCT PPU 005) to trace the individual, EI Overpayment (HRDC PPU 161) in order to trace the individual and recover the accounts

receivable from insurance benefits. It may also be provided to private sector research companies for planning, statistics, research and evaluations. **Retention and Disposal Standards:** Paper records are kept for 6 years, records on electronic files are retained for 3 years. **TBS Registration:** 002403 **Bank Number:** HRDC PPU 164

### **Employment Insurance Databank (EID)**

**Description:** This bank may contain the following information on clients applying to and/or participating in EI programs operated or funded by HRDC: Client's Social Insurance Number, gender, date of birth, name and initials of the person, detailed information on periods of employment and unemployment, eligibility for employment insurance, training courses taken and other employment services received. The information is copied from the following banks: The Record of Employment bank (HRDC PPU 385); The Benefit and Overpayment Master File bank (HRDC PPU 180); The Employment Benefits and Support Measures bank (HRDC PPU 293); The Employment Programs and Services bank (HRDC PPU 071); Social Insurance Number Registration bank (HRDC PPU 390). **Class of Individuals:** Individuals participating in HRDC employment programs administered by HRDC or 3rd parties, and HRDC funded services administered by Provincial/Territorial Governments under Labour Market Development Agreements. **Purpose:** The purpose of the bank is to maintain information on the work history of EI claimants in a form useful for research and analysis. It is used for the research and for the evaluation of employment and income support programs and to elaborate or modify policies related to these programs. The bank is used exclusively for policy formulation, research and evaluation purposes and cannot be used for any administrative purposes. All personal identifiers are masked and are only unmasked through limited and approved procedures for specific projects, e.g., to conduct a survey of clients. **Consistent Uses:** Consistent uses for some information include it being used by HRDC, Provincial Government Departments and 3rd parties administering programs where data sharing agreements are in place to conduct research into the labour force, labour market, income support and other related fields. Information may be provided to academics, research groups or private sector firms under specific contract to the Department, or to other government or contracted agencies under terms of Memoranda of Understanding, for policy formulation, planning, statistics, research and evaluations. **Retention and Disposal Standards:** The information is kept for 25 years in order to undertake longitudinal analyses and studies. **PAC Number:** To be established. **Related to PR#:** HRDC SPP 705 **TBS Registration:** 005002 **Bank Number:** HRDC PPU 501

### **Employment Insurance Overpayment**

**Description:** This bank contains name, address, telephone number and SIN of individuals to whom financial penalties have been assessed and/or overpayments have been made. It may also contain amounts repaid and outstanding, present claim status, credit reports, tracing actions and comments of claimants and collecting officers, and other related correspondence. **Class of Individuals:** Individuals who have received employment insurance benefits in excess of entitlement. **Purpose:** To record and monitor the collection of outstanding employment insurance overpayments. **Consistent Uses:** Information in this bank may be used by HRDC for research, planning, evaluation, statistics and may be provided to private sector research firms for these purposes. This bank is matched with Report on Hirings (HRDC PPU 210), DARS (HRDC PPU 164), and the Individual Income Tax Return (RCT PPU 005). **Retention and Disposal Standards:** Information is retained for 3 years after the overpayments are repaid, recouped or written off. **PAC Number:** 70-001 **Related to PR#:** HRDC INS 230 **TBS Registration:** 002402 **Bank Number:** HRDC PPU 161

### **Evaluation and Data Development**

**Description:** This bank contains information from various surveys, administrative forms and interviews done as part of the Evaluation and Data Development activities. The data might include participants' socio-economic characteristics, information on their employment situation following program participation, and their opinions on satisfaction with the projects' constituents. It may also contain information from interviews with representatives, sponsors, key informants and experts related to the projects evaluated. **Class of Individuals:** Participants to the various HRDC programs evaluated. **Purpose:** This bank helps to determine effectiveness and efficiency of HRDC projects, whether or not the objectives of the programs are being attained. In no instance is this information used to make administrative decisions affecting individuals who have provided the information. **Consistent Uses:** The information may be used for internal audit purposes and linked to other evaluation studies. **Retention and Disposal Standards:** The questionnaires are kept for three years from the date the survey was completed. Personalized data are kept on magnetic tapes for five years or until the completion of a new evaluation study on the same subject matter. **PAC Number:** 69-029 **TBS Registration:** 003776 **Bank Number:** HRDC PPU 450

### **Human Resources Investment (HRI) and Employment Insurance (EI) Strategic Evaluation and Monitoring**

**Description:** This bank contains information from various surveys done as part of the employment insurance program evaluation activities. The information



concerns situations that precede or follow the use of the program. Workers, the unemployed and employment insurance claimants must provide identification and the Social Insurance Number to obtain access to these files. **Class of Individuals:** Workers, employers, employment insurance training sponsors, unemployed people and employment insurance claimants. **Purpose:** This bank helps to determine the effectiveness and efficiency of the employment insurance program, whether or not its objectives are being attained and how it affects claimants. It also provides information about the behaviour, expectations and perceptions of users and participants involved in the program. In no instance is this information used to make administrative decisions affecting individuals who have provided the information. **Consistent Uses:** The information may be used for internal audit purposes and linked to other evaluation studies. It may be provided to private sector research firms for planning, statistics, research and evaluations. Each record of a surveyed person is also matched with the Benefits and Overpayments Master File (HRDC PPU 180). **Retention and Disposal Standards:** The questionnaires are kept for three years from the date the survey was completed. Personalized data are kept on magnetic tapes for five years or until the completion of a new evaluation study on the same subject matter. **PAC Number:** 69-029 **Related to PR#:** HRDC SPP 690, HRDC SPP 695 **TBS Registration:** 002399 **Bank Number:** HRDC PPU 371

#### Information Disclosures to Investigative Bodies

**Description:** This bank contains copies of written requests for disclosure of personal information submitted to HRDC under paragraph 8(2) of the Privacy Act by investigative bodies listed in Schedule II of the Privacy Regulations. It also contains the responses and particulars relating to their processing. **Class of Individuals:** Persons under investigation by federal or provincial investigative bodies. **Purpose:** To record disclosures of personal information and to report to the Privacy Commissioner on these requests. **Consistent Uses:** None. **Retention and Disposal Standards:** The information is retained for 2 years after the date of the last entry. **PAC Number:** 86-001 **Related to PR#:** HRDC FAS 055 **TBS Registration:** 002373 **Bank Number:** HRDC PPU 400

#### Evaluation Services

**Description:** This bank contains information from various surveys, administrative forms and interviews done as part of Evaluation Services activities. The data might include participants' socio-economic characteristics, information on their employment situation following program participation, and their opinions on satisfaction with the projects' constituents. It may also contain information from interviews with representatives, sponsors, key informants and experts related to the projects evaluated. **Class of Individuals:**

Participants to the various HRDC projects evaluated by Evaluation Services. **Purpose:** This bank helps to determine the effectiveness and efficiency of HRDC programs, whether or not the objectives of the programs are being attained. In no instance is the information used to make administrative/operational decisions affecting individuals who have provided the information.

**Consistent Uses:** The information may be used for internal audit purposes and linked to other evaluation studies. **Retention and Disposal Standards:** The questionnaires are kept for three years from the date the survey is completed. Personalized data are kept on magnetic tapes for five years or until the completion of a new evaluation study on the same subject matter. **PAC Number:** 69-029 **TBS Registration:** 003775 **Bank Number:** HRDC PPU 445

#### Personal Service Contracts

**Description:** The bank contains information on the qualifications and work experience of the contractor, letters of reference, details of the contract and assessments of the contractor's performance. **Class of Individuals:** Individuals who have signed personal service contracts with HRDC. **Purpose:** To document individuals who have signed personal services contracts with HRDC. The information may be used to determine terms of payment, contract extension or renewal, and in other decisions pertaining to the contract. **Consistent Uses:** Information may be used for internal audit purposes. It may also be provided to private sector research firms for planning, statistics, research and evaluations. **Retention and Disposal Standards:** Files are destroyed 6 fiscal years after termination of the contract. **PAC Number:** 86-001 **TBS Registration:** 001785 **Bank Number:** HRDC PPU 425

#### Social Assistance Recipients

**Description:** This bank contains monthly data on provincial social assistance recipients. Included are data describing the basic characteristics of the applicants, i.e. ages, sex, family status, number of dependants, as well as case-related information such as total benefit and other sources of income. **Class of Individuals:** Individuals who receive or have recently received social assistance benefits under provincial laws. **Purpose:** Information is used for carrying out studies, analysis and evaluations to ensure that federal labour market, labour market related, income support policies and programs are developed and implemented in a manner consistent with national economic and social goals. **Consistent Uses:** The information may be provided to private sector research firms under contract to HRDC for the purposes of planning, statistics, research and evaluation. **Retention and Disposal Standards:** The data will be kept until the end of the agreements with the provinces. **PAC Number:** To be established. **Related to PR#:** HRDC SPP 650 **TBS Registration:** 002398 **Bank Number:** HRDC PPU 383



## Employment Programs Branch (EPB)

### Fisheries Response Programs

**Description:** Information includes age, education, employment history, wages and other sources of income, training, mobility and benefit rates gathered through applications to the following programs: The Fisheries Early Retirement Program, The Atlantic Groundfish Strategy, Fishery Older Worker Adjustment Program, Plant Workers' Adjustment Program, The Atlantic Groundfish Adjustment Program, etc. **Class of Individuals:** Fishers, plant workers and trawler persons who have been permanently laid off because of declining fish stocks in the Atlantic fishery. Now in close-out. **Purpose:** To assist the Department in monitoring and reviewing the above-mentioned cost-shared programs. The programs provided adjustment programming, including income support, to clients who have been permanently laid off because of declining fish stocks in the Atlantic fishery. **Consistent Uses:** Information is used by Human Resources Development Canada and may be shared for the purposes of program delivery, statistics, planning, research, internal audit and evaluation. **Retention and Disposal Standards:** A minimum of 2 years. **PAC Number:** To be established. **Related to PR#:** HRDC PPU 075 **TBS Registration:** 004169 **Bank Number:** HRDC PPU 012

### Caribbean Mexican Seasonal Agriculture Workers

**Description:** Worker's name, address, social insurance number, previous experience, sex, height and work history, name of the employer, details governing wages, hours of work, living conditions and employer/employee rights. Persons seeking access should provide their approximate dates of employment and the name and location of the employer. **Class of Individuals:** Persons temporarily in Canada under the Commonwealth Caribbean or the Mexican Seasonal Agricultural Workers Program who are employed as seasonal labourers in the agricultural and food processing sectors. **Purpose:** Record information on persons temporarily in Canada as seasonal workers in the agricultural and food processing sectors and to identify employers participating in either the Commonwealth Caribbean or the Mexican Seasonal Agricultural Workers Program. **Consistent Uses:** Information is used by Human Resources Development Canada and may be shared for the purposes of program delivery, statistics, planning, research, internal audit and evaluation. **Retention and Disposal Standards:** Retained for two years after the last action. **PAC Number:** 91-011 **Related to PR#:** HRDC EMP 385 **TBS Registration:** 001999 **Bank Number:** HRDC PPU 110

### Temporary Foreign Workers Program

**Description:** Foreign worker and employer information such as name, address, Revenue Canada Taxation number, telephone number, type of business, occupation; and number of employees, salaries offered,

and other relevant information. **Class of Individuals:** Employers in Canada seeking a foreign worker in specific occupational groups and employees. **Purpose:** To render a validation opinion on an offer of employment to a foreign worker. **Consistent Uses:** Information is used by HRDC and may be shared with other departments for the purposes of program delivery, enforcement, statistics, planning, research, internal audit and evaluation. **Retention and Disposal Standards:** Retained for 2 years after the last action. **PAC Number:** 91-011 **TBS Registration:** 003127 **Bank Number:** HRDC PPU 440

## Labour Market Programs

### Employment Benefits and Support Measures

**Description:** Information relating to the Employment Benefits and Support Measures including targeted wage subsidies, self-employment, job creation partnerships, Skills Development, Employment Assistance Services, counselling, National Employment Services, local labour market partnerships, and research and innovation projects; and participant information which may include name, address, sex, marital status, number of dependants, social insurance number, etc. Any information collected through the Electronic Labour Exchange is used for statistical purposes only. **Class of Individuals:** Clients who have participated in Employment Benefits and Support Measures identified above; persons living in designated communities. **Purpose:** To retain information on and monitor clients and effectiveness of the above-mentioned programs. **Consistent Uses:** Information is used by HRDC and may be shared for the purposes of program delivery, statistics, planning, research, internal audit and evaluation. **Retention and Disposal Standards:** Files are retained two years after participant completion of the programs, computerized records after the client's T4 has been issued, machine readable records after 25 years, IAS after two years. **PAC Number:** To be established. **TBS Registration:** 004158 **Bank Number:** HRDC PPU 293

### Other Labour Market Initiatives

**Description:** Participant and contractor information relating to the Opportunities Fund, Fisheries Restructuring and Adjustment Measures, Canada Jobs Fund and the Older Workers Pilot Project. Participant information may include name, address, sex, marital status, Social Insurance Number, education, etc. **Class of Individuals:** Clients who have participated in the programs listed above and persons and legal parties contacted under agreement to assist in the delivery of those programs listed above. **Purpose:** To render a validation opinion on an offer of employment to a foreign worker. **Consistent Uses:** Client and contract information is used by HRDC for program accountability and evaluation purposes and may be shared with other HRDC branches for statistical, planning, research,

internal audit and evaluation purposes. The participant and contractor information of these CRF funded programs is shared only with other internal branches for accountability/evaluation purposes. As no data banks are linked, data matching does not occur.

**Retention and Disposal Standards:** All information is computerized and retained for a minimum of 2 years, after last action. **PAC Number:** To be established. **TBS Registration:** 004468 **Bank Number:** HRDC PPU 296

## Human Investment Programs Branch (HIP)

### Canada Education Savings Grant Program

**Description:** This bank contains information on Registered Education Savings Plans (RESPs), such as Social Insurance Numbers (SINs) (the CESG program is an authorized user of the SIN), addresses, dates of birth, the chosen Financial Institution Business Number, contributions and grant processing information. The databases use the SIN as its primary identification field.

**Class of Individuals:** Beneficiaries aged 0-17 are eligible for CESG based upon contributions made to RESPs.

**Purpose:** This data bank maintains information on CESG beneficiary accounts, based upon transactions sent to HRDC from banks, Mutual Fund Companies and Educational Trust Funds. This bank is used to account for all amounts of the CESG paid to beneficiaries. A validation is performed on all transactions to determine grant eligibility. **Consistent Uses:** The bank is used for conducting socio-economic analyses and forecasting statutory payments of CESG. **Retention and Disposal Standards:** These records are retained for a minimum of 26 years, or the life of an RESP contract. **PAC Number:** to be determined. **Related to PR#:** HRDC NDP 005 **TBS Registration:** 005100 **Bank Number:** HRDC PPU 506

### Canada Student Loans (Full Time & Part-Time) — Computer Loans Master File

**Description:** This bank includes information about individuals who have borrowed money through the Canada Student Loans Program. Data includes individual loan documentation, social insurance number, name, date of birth, sex, correspondence and detailed information on personal financial circumstances related to the borrower. Individuals seeking access to this information bank must provide name, social insurance number and date of birth, and may only access their own records. Information concerning an individual's loan records may not be released to a third party without written authorization from the individual concerned. **Class of Individuals:** Individuals with Canadian citizenship or landed immigrant status at the time of loan authorization. **Purpose:** To monitor loan disbursements and repayments to enable interest subsidies to be paid; to assess eligibility for the plan and to monitor payments to lenders; to provide legal

basis for collecting debts due the Crown, and to monitor activity on a defaulted borrower's account.

**Consistent Uses:** Information may be shared for the purposes of administering the Act, program delivery, statistics, planning, research, internal audit and evaluation. **Retention and Disposal Standards:** Input documents are retained for a minimum of 10 years and a maximum of 60 years. **PAC Number:** 83 025 **Related to PR#:** HRDC ESP 010 **TBS Registration:** 000485 **Bank Number:** HRDC PPU 030

### Child, Family, Community Division — Inter-Country Adoption — Case Files

**Description:** Contains confidential information relating to the international adoption of children, i.e. personal information about the prospective parents (may include employment and income, police statement, home study, etc.) and about the child (birth date, birthplace, social and medical history, etc.); correspondence between provinces, the federal government and foreign governments and institutions.

**Class of Individuals:** Parents wishing to adopt children from other countries and children available for adoption. **Purpose:** Used to facilitate the international adoption process. **Consistent Uses:** Information is used by Human Resources Development Canada for the sole purpose of conducting business between provincial/territorial adoption authorities and competent foreign authorities.

**Retention and Disposal Standards:** Retained for two years after the adoption order is received. **PAC Number:** 93-040 **TBS Registration:** 003490 **Bank Number:** HRDC PPU 218

### Vocational Rehabilitation of Disabled Persons — Records of Approval/Individual Costs

**Description:** This bank records requests for federal approval under VRDP for the costs of goods and services for individual clients. It includes name or provincial/ territorial file number, description of disability, outline of planned vocational rehabilitation process, and vocational rehabilitation services provided to date, items required, cost and the relation of expenditure to vocational goal and the date of employment.

Only persons who, because of physical or mental impairment, are incapable of pursuing any substantially gainful occupation and who receive certain vocational rehabilitation services from provinces/territories are included. **Class of Individuals:** Persons with disabilities who receive certain vocational rehabilitation services from provinces/territories. **Purpose:** To approve costs of items not in the various approved lists or costs exceeding \$10,000 as stated in the guidelines relating to cost sharing under the VRDP Act, and for audit and review purposes. **Consistent Uses:** Information is used by Human Resources Development Canada and may be shared for the purposes of program delivery, statistics, planning, research, internal audit and evaluation. **Retention and Disposal Standards:**



Retained for six years after last action. **PAC Number:** 93-040 **Related to PR#:** HRDC SSP 395 **TBS Registration:** 000051 **Bank Number:** HRDC PPU 216

## Income Security Programs Branch

### Canada Pension Plan – Record of Earnings

**Description:** This bank contains information related to issuance and/or replacement of social insurance numbers (SIN) approved by HRDC, inquiries received from CPP contributors, information relating to employment/self-employment earnings of individuals and the history of contributions made to CPP. Access to this bank requires name, address and SIN. **Class of Individuals:** Individuals identified in this bank are CPP contributors only. **Purpose:** The information in this bank is used to validate the SIN found on CPP benefit applications, to ensure that the contributory earnings posted to the record of earnings are attributed to the correct SIN in order to guarantee accurate benefit calculation, to determine individual benefit entitlement, to calculate the amount of CPP benefits payable and to ensure that biographical information is correct.

**Consistent Uses:** The information is also used to administer requests made under Part I of the Family Orders and Agreements Enforcement Assistance Act and to support applications retained in International Social Security – Domestic and Foreign Benefits (Individual) (HRDC PPU 175) for the purpose of assisting Foreign Institutions in the determination of entitlement to foreign benefits. Information may also be shared with other designated federal departments for the purpose of administering the Canada Pension Plan, provincial governments for the purpose of administering a social program, an income assisted program or a health insurance program. **Retention and Disposal Standards:** To be determined. **PAC Number:** To be determined. **TBS Registration:** 003393 **Bank Number:** HRDC PPU 140

### Canada Pension Plan – Retirement, Disability, Survivors and Death Benefits (Individual)

**Description:** The bank contains personal data on Retirement, Disability, Survivors and Death Benefit applicants and may contain the following: application forms, supporting documentation, information on master data base payment history, medical and employment records, birth, marriage, death evidence, decisions of the Minister and any subsequent appeals. Access to this bank requires name, address and social insurance number. **Class of Individuals:** Individuals identified in this bank have applied for and/or are receiving Canada Pension Plan benefits. **Purpose:** To administer their related programs. **Consistent Uses:** May be used in support of applications retained in HRDC PPU 175 to assist Foreign Institutions in determining entitlement to benefits, HRDC PPU 116 to confirm date of birth, marital status and date of death, and HRDC PPU 140 to obtain earnings and

contributions records required for the calculation of CPP benefits. Information in this bank may be matched with information pertaining to Employment Insurance. It may be shared with other designated federal departments, provincial governments or public bodies for the purpose of administering a federal law or a provincial social program, an income assisted program, or a health insurance program. Agreements have been signed to match information relating to individuals receiving both Canada Pension Plan disability benefits and disability income program benefits in the provinces of Alberta, Prince Edward Island, Nova Scotia, New Brunswick and Manitoba for the better administration of both programs. **Retention and Disposal Standards:** To be determined. **PAC Number:** 95-019 **TBS Registration:** 003394 **Bank Number:** HRDC PPU 146

### Control Initiatives

**Description:** This bank contains personal information related to the administrative process of directed studies on Canada Pension Plan and Old Age Security programs. Each record may contain the pensioner's SIN, name, address, type of benefit and the information related to the directed studies such as dates and status of the account according to the review. **Class of Individuals:** Individuals identified in this bank have applied for and/or are receiving Canada Pension Plan and/or Old Age Security benefits and have been selected for review purposes. **Consistent Uses:** The information in this bank is used to assess the integrity of Canada Pension Plan and Old Age Security benefit delivery process; to support the review process and the production of reports regarding the studies. Systematic data matching is performed between CPP and OAS only for administrative purposes such as verifying and confirming continuity eligibility and correct entitlements to benefits paid under the OAS and CPP. **Retention and Disposal Standards:** A minimum of two years. **PAC Number:** 95/019 Related to Number: HRDC PPU 146, HRDC PPU 175, HRDC PPU 649, HRDC PPU 116, HRDC PPU 140 **TBS Registration:** 005007 **Bank Number:** HRDC PPU 336

### International Social Security – Domestic and Foreign Benefits (Individual)

**Description:** This bank contains applications, supporting documentation, correspondence, benefit calculations, payment history of OAS and CPP paid to beneficiaries and/or their dependents, decisions and any subsequent appeals. Access to this bank requires name, address and SIN or account number. **Class of Individuals:** Persons who have applied for and/or are receiving benefits. **Consistent Uses:** Information in this bank may be matched with information contained in HRDC PPU 116, 140, and 146 in order to determine an applicant's eligibility to benefits as a result of an international agreement. It may also be shared with provincial governments for the purpose of administering a social program, income assistance program or health



insurance program. **Retention and Disposal Standards:** To be determined. **PAC Number:** 95-019 **TBS Registration:** 003390 **Bank Number:** HRDC PPU 175

### Investigations

**Description:** The information held in this bank consists of investigative reports, which describe the information that has led to a particular investigation and the subsequent steps taken. This bank is automated and managed by a computer software program named the Investigation Information System (IIS). **Class of Individuals:** Individuals suspected of defrauding the Canada Pension Plan (CPP) and/or the Old Age Security programs (OAS). **Consistent Uses:** The information is used primarily in tracking the investigations of suspected abuse, fraud and/or misrepresentation against the CPP and/or the OAS. **Retention and Disposal Standards:** a minimum of 2 years. **PAC Number:** To be determined. **Related to PR#:** HRDC PPU 116 to confirm date of birth and date of death, HRDC PPU 146 to obtain earnings and contributions records. **TBS Registration:** 004258 **Bank Number:** HRDC PPU 649

### Loss of Money – Debtors 2000

**Description:** This database contains information concerning recovery of monies from individuals who were investigated by the RCMP for alleged fraud against the Old Age Security Act (OAS) and/or Canada Pension Plan (CPP). Information is maintained on a monthly basis detailing the amounts repaid and method used for overpayment recovery. **Class of Individuals:** Individuals who, as a result of RCMP investigations, have been suspected of defrauding or abusing the OAS and/or CPP and clients whose accounts were affected. **Consistent Uses:** The information is used in tracking repayments and outstanding overpayments for cases of fraud and abuse against the OAS and CPP. **Retention and Disposal Standards:** Information in this bank is retained for 6 years and then destroyed or transferred to the National Archives of Canada. **PAC Number:** 95/019 **Related to Number:** HRDC PPU 146, HRDC PPU 175, HRDC PPU 649, HRDC PPU 116, HRDC PPU 140 **TBS Registration:** 004459 **Bank Number:** HRDC PPU 031

### Old Age Security (OAS), Guaranteed Income Supplement (GIS), The Allowance {Formerly Spouse's Allowance/Spa}, (Individual)

**Description:** Contains personal data on OAS, GIS, and Allowance applicants and may contain the application forms, supporting documentation, information on master database payment history, decisions, and any subsequent appeals. Access to this bank requires name, address and social insurance or account number. **Class of Individuals:** Individuals identified have applied for and/or are currently in receipt of benefits. **Purpose:** Applications are used to administer their related programs. **Consistent Uses:** Information

may be used in support of applications retained in HRDC PPU 175 to assist Foreign Institutions in determining entitlement to foreign benefits and HRDC PPU 146 to confirm rates of CPP benefits, date of birth, marital status, and date of death. Information in this bank may be provided to Canada Customs and Revenue Agency for the administration of the Income Tax Act and to provincial governments for the administration of their own social programs. Demographic tables are produced and used as input for social policy planning and program development for seniors by federal, provincial and municipal governments. **Retention and Disposal Standards:** Variable retention requirements. **PAC Number:** 95-019 **TBS Registration:** 003391 **Bank Number:** HRDC PPU 116

## Insurance Branch

### Automated Earnings Reporting System (AERS)

**Description:** This bank contains information received from employers who voluntarily participate in the program. Each record may contain the employee's name, SIN, pay periods worked, and the gross earnings received, the employer's name, address and Canada Customs Revenue Agency (CCRA) – Business number. **Class of Individuals:** EI claimants. **Purpose:** To administer the Act, to detect unreported work and earnings of claimants. **Consistent Uses:** Information may be used for internal audit purposes and may be provided to find Commission debtors whose whereabouts are unknown. It may be provided to private sector research firms for evaluations, research, planning and statistics. **Retention and Disposal Standards:** A minimum of two years. **PAC Number:** 02/1995 amendment to 70/001. **Related to PR#:** HRDC INS 230 **TBS Registration:** 002366 **Bank Number:** HRDC PPU 215

### Benefit and Overpayment File

**Description:** This bank is a computerized record of benefit information based on documents used to establish first and continuing entitlement. It may also contain information from Canada Customs and Revenue Agency (CCRA) PAYDAC and Taxation T taxpayer Master Files. **Class of Individuals:** Individuals who are receiving or have received employment insurance benefits. **Purpose:** To determine the status of a claim, whether benefits are payable or not the amount and method of payment (direct deposit or warrant). To keep a record of each payment or adjustment made during the life of the claim. **Consistent Uses:** Information is used for statistical, internal audit and planning purposes. Selected information is duplicated in an income tax system for issuance of T4Es and related statements, and is provided to Canada Customs and Revenue Agency and Revenu Québec for taxation purposes. It may also be shared with Statistics Canada for statistical, analytical and planning purposes, with Canada Customs and Revenue Agency for locating debtors to

the Crown, and subject to formal agreement, with federal, provincial and municipal levels of government for the administration and enforcement of their programs and the coordination of payment benefits and research. Information may also be shared with employers in order to assist them in fulfilling their responsibilities under the EI Act. It may be shared with the Department of Justice for the purpose of administering the Family Orders and Agreements Enforcement Assistance Act. Information is shared with authorized parties in order to obtain information to assist the Commission in the administration of the EI program and in the collection of overpayments. Some of the information may be provided to private sector survey companies for evaluations, research, statistical and planning purposes. **Retention and Disposal Standards:** Records are retained for 7 years. **PAC Number:** Under development. **Related to PR#:** HRDC INS 190 **TBS Registration:** 002362 **Bank Number:** HRDC PPU 180

### Investigation and Control Case Management System (ICCM)

**Description:** This system records progress and results of potential Employment Insurance investigations as identified from various feeders such as the Combined Overpayment Detection System (COD), the Control Indicator System, and the Insured Earning Match (IEM). **Class of Individuals:** Individuals that have applied for Employment Insurance (EI) benefits. **Purpose:** To record the progress and results of investigations of potential fraud and abuse of the EI program. A correspondence system prints letters to EI claimants and to employers upon request. Operational and managerial reports are also produced. **Consistent Uses:** Data is used to track EI investigations, to generate letters to claimants and to employers on earnings and/or reason for separation issues, and to produce operational and managerial reports. **Retention and Disposal Standards:** The information is retained for up to 5 years. **PAC Number:** 70/001 **Related to PR#:** HRDC ICD 020 **TBS Registration:** 005101 **Bank Number:** HRDC PPU 171

### Business Registration Investigation (BRI)

**Description:** This program verifies if a person has become involved in the operation of a business while in receipt of Employment Insurance benefits. The BRI uses data obtained from Canada Customs and Revenue Agency. **Class of Individuals:** Individuals that have applied for EI benefits. **Purpose:** To determine if individuals that have applied for employment benefits and have obtained a Business number or engaged in a business while on claim and have not declared this activity. **Consistent Uses:** Information used for the Investigation and Control Case Management System (ICCM) which produces a number of monthly operational and managerial reports beneficial to the operations of the Directorate. **Retention and Disposal Standards:**

A minimum of two years. **PAC Number:** To be established. **TBS Registration:** 004159 **Bank Number:** HRDC PPU 080

### Computer Post Audit Program (CPA)

**Description:** This program is designed to prevent, detect and deter abuse against the Employment Insurance fund by comparing the information provided on a Record of Employment with the EI Claim file.

**Class of Individuals:** EI claimants. **Purpose:** Administration of the EI Act; to identify cases of undeclared work and earnings. **Consistent Uses:** Information is used for the Reason for Separation Program (RFS) for the purpose of undisclosed reason for separation and is also used for the Investigation and Control Case management System (ICCM) which produces a number of monthly operational and managerial reports beneficial to the operations of the Directorate. **Retention and Disposal Standards:** A minimum of two years. **PAC Number:** 70-001 **TBS Registration:** 004160 **Bank Number:** HRDC PPU 090

### Contract Agents List

**Description:** Information on the agent such as name, address, qualifications and work experience and information pertaining to the individual's activity as an agent. **Class of Individuals:** Claims-taking agents under contract with HRDC. **Purpose:** Information is used to identify and monitor the activities of claims-taking agents under contract with HRDC. **Consistent Uses:** Information may be used for audit purposes, and may also be provided to private sector research firms under contract with HRDC for the purposes of planning, statistics, research and evaluation. **Retention and Disposal Standards:** Information is kept for 3 years after the individual ceases to be a contract agent. **PAC Number:** 70-001 **Related to PR#:** HRDC INS 260 **TBS Registration:** 002363 **Bank Number:** HRDC PPU 185

### Employment Insurance – CPP Retirement Match

**Description:** This is a program that verifies if a person is receiving CPP Retirement Pension while in receipt of Employment Insurance benefits. **Class of Individuals:** EI Claimants. **Purpose:** To detect EI claimants who have not reported receiving CPP Pension while on claim. **Consistent Uses:** Information used for the Investigation and Control Case Management System (ICCM) which produces a number of monthly operational and managerial reports beneficial to the operations of the Directorate. **Retention and Disposal Standards:** A minimum of two years. **PAC Number:** To be established. **TBS Registration:** 004162 **Bank Number:** HRDC PPU 095



### **Employment Insurance Bi-Weekly Claimant's Report**

**Description:** Electronic telephone reports (Teledec) may include the following types of information: date, time and length of call, SIN, dates covered, success or termination status of call, assistance level of call, the individuals confirmed touch-tone responses the declaration of dates available for work, earnings, illness or medical condition, hours of attendance at school or training and employer telephone number. Paper reports may include the following types of information: SIN, dates covered, the individual's signed declaration of the dates available for work, earnings, illness or medical condition, attendance at school or training and name and address of employer. Individual seeking access to this file must specify the two-week period covered by the report card they wish to consult. **Class of Individuals:** Individuals on claim for employment insurance benefits. **Purpose:** To provide a record of claimants' eligibility to benefits during a two-week period. **Consistent Uses:** Information from this bank may be used for research, planning, evaluation and statistics and for control and internal audit purposes. It may also be provided to private sector research firms for these purposes. It may also be shared with the RCMP for fraud investigations. **Retention and Disposal Standards:** Report cards are retained for 7 years. **PAC Number:** 70-001 **Related to PR#:** HRDC INS 180, and HRDC INS 190 **TBS Registration:** 002361 **Bank Number:** HRDC PPU 155

### **False Claim Detection Program (FCDP)**

**Description:** This is a program to detect EI fraud using false identities, false Record of Employment (ROE's) or a combination of both. **Class of Individuals:** EI claimants. **Purpose:** To qualify for EI benefits, a person must have been employed in insurable employment and therefore should have filed a tax return and should have been issued a T-4 by their employer. Observations are created for those persons who have not filed a tax return in the last 4 years but were receiving EI benefits. **Consistent Uses:** Information used for the Investigation and Control Case Management System (ICCM) which produces a number of monthly operational and managerial reports beneficial to the operations of the Directorate. **Retention and Disposal Standards:** A minimum of two years. **PAC Number:** To be established. **TBS Registration:** 004163 **Bank Number:** HRDC PPU 108

### **Government Annuities**

**Description:** Contains the annuitant's contract number, name, SIN, sex, date of birth, beneficiary, address, records of employment with group policy holders, bank account number as well as premiums, annuity purchased or being paid, contract terms and conditions and taxation information. The bank may be accessed by use of a contract number if it is known. **Class of Individuals:** People who bought government annuity as private individuals or through pension fund contributions.

**Purpose:** To administer annuity contracts. **Consistent**

**Uses:** The information is shared for administrative purposes with Public Works and Government Services Canada. It is also shared with Canada Customs and Revenue Agency – Taxation and Revenue Québec. It may also be provided to private sector research firms for planning, statistics, research, and evaluation.

**Retention and Disposal Standards:** Files are destroyed 5 years after all benefits from the annuities have been paid. **PAC Number:** 69-115 **Related to PR#:** HRDC INS 605 **TBS Registration:** 002395 **Bank Number:** HRDC PPU 395

### **Insurance Claim File – Local Office**

**Description:** May include the following type of information: name, SIN, age, date of birth, sex, address and telephone number, bank routing information for direct deposit of benefit payment, preferred official language, income tax exemption level, summary of employment data for up to 3 years, educational instruction currently being received, participation in employment development programs, incarceration, medical certificates, appeals to Boards of Referees, disentitlement notices, disqualification notices, Canada Customs and Revenue Agency assessment notices, correspondence regarding overpayment, and other related matters, amount and duration of employment insurance benefits payable, any interviews or investigations conducted by HRDC staff, documentation obtained by Canada Customs and Revenue Agency relative to determining insurable employment and earnings, penalties or criminal procedures undertaken for fraud in connection with the EI Act. May also include information from the Canada Customs and Revenue Agency PAYDAC and Taxation Taxpayer Master Files. All requests for access must include the SIN. **Class of Individuals:** Individuals who have applied for EI benefits. **Purpose:** To administer the EI program. **Consistent Uses:** Information from this bank is used within HRDC for the administration of all Insurance and HRIB programs including the provision of training to claimants as required, and for statistical, planning and internal audit purposes, and may be provided to private sector research firms for the same purposes. It may also be shared with the RCMP for fraud investigation. Information may also be shared, subject to formal agreement, with federal, provincial and municipal governments for the administration of their own programs or for the administration or enforcement of provincial laws. Information may also be shared with employers for the purpose of assisting them with their responsibilities under the EI Act. **Retention and Disposal Standards:** Records are destroyed 5 years after the date dispatched to Federal Records Centre. Variable retention requirements inside of this bank. **PAC Number:** 70-001 **Related to PR#:** HRDC PPU 180 and HRDC INS 260 **TBS Registration:** 001989 **Bank Number:** HRDC PPU 150



### Insured Earnings Match (IEM)

**Description:** IEM is a computerized investigative program which compares files provided to HRDC from Canada Customs and Revenue Agency (T4-Supplementaries) to the EI Claim File using a formula to indicate the possibility of unreported work and earnings. **Class of Individuals:** EI claimants. **Purpose:** To identify claimants whose actual insurable earnings are in excess of their projected or possible insured earnings during the tax year under review, who may be working, while on claim and have not reported it. **Consistent Uses:** Information used for the Investigation and Control Case Management System (ICCM) which produces a number of monthly operational and managerial reports beneficial to the operations of the Directorate. **Retention and Disposal Standards:** A minimum of two years. **PAC Number:** To be established. **TBS Registration:** 004164 **Bank Number:** HRDC PPU 115

### Interstate Employment Insurance Claims

**Description:** Statistics relative to liable and agent state claims. Individuals may gain access by supplying either their SIN or their Social Security Number. **Class of Individuals:** The claimants identified in this bank are divided into 2 groups: agent state claimants who are Canadians or non-Canadian residents in each of the employment insurance regions of Canada, and liable state claimants with working visas or U.S. citizenship or landed immigrants residing in all American States, the district of Columbia, Puerto Rico or the Virgin Islands. **Purpose:** To facilitate the payment of EI benefits to persons in all American States, the District of Columbia, Puerto Rico, Virgin Islands, and Canada residing outside the state in which their entitlement was earned. To create, maintain, and control claim files when Canada is the Agent State and to provide administrative assistance to liable states concerned. To create, maintain, control, adjudicate, and provide payment of benefit when Canada is the liable state. **Consistent Uses:** The information in this may be used by HRDC or private sector research firm for the purposes of research, planning, evaluation, internal audit, and statistics. **Retention and Disposal Standards:** The information is kept for 5 years after the last action. **PAC Number:** 70-001 **Related to PR#:** HRDC INS 260 **TBS Registration:** 001990 **Bank Number:** HRDC PPU 170

### Labour Adjustment Benefits Claim File Local Office

**Description:** May contain summary employment data for up to 35 years, proof of age, notification of qualification and non-qualification, correspondence regarding overpayments, entitlement information on certification and other related matters. The bank may also record the weekly payments, deductions, date on which the person will be 65 years old, and any information concerning interviews held with HRDC staff. **Class of Individuals:** Individuals claiming labour adjustment benefits. **Purpose:** The administration of the

Labour Adjustment Benefits Program. **Consistent Uses:** Information may be shared with the Labour Adjustment Review Board, and with the RCMP in cases of fraud. It may also be used within HRDC and by private sector research firms for statistical, planning, internal audit, research and evaluation purposes. **Retention and Disposal Standards:** Records are kept for 6 years after termination of benefits. **PAC Number:** Under development. **Related to PR#:** HRDC INS 185 **TBS Registration:** 002368 **Bank Number:** HRDC PPU 220

### List of Chairpersons and Members of Boards of Referees

**Description:** Contains names, addresses, experience and work histories. **Class of Individuals:** Chairpersons, members of Boards of Referees. **Purpose:** To maintain a list of chairpersons and members of Boards of Referees who hear appeals against Commission decisions to deny employment insurance benefits. **Consistent Uses:** May be used for planning, statistics, and research purposes. **Retention and Disposal Standards:** Information on individuals is retained for 2 years after the termination of the period of appointment. **PAC Number:** 86-001 **Related to PR#:** HRDC INS 210 **TBS Registration:** 002364 **Bank Number:** HRDC PPU 195

### Listing of Employees by Nominal Roll

**Description:** Contains information received from employers involved in labour disputes. Each record may contain the employee's name, SIN, badge or clock number, information pertaining to a stoppage of work, first and last day worked, site location, reason for separation, return to work date and types/amounts of additional monies paid. **Class of Individuals:** Employees involved in labour disputes, or related claims for EI benefits or monies paid to individuals. **Purpose:** To administer the EI Act in determining eligibility and to facilitate in the processing of claims. **Consistent Uses:** Information in this bank is used within HRDC to administer Insurance and HRIB programs, and for statistical, planning and internal audit purposes and may be shared with private sector research firms for these purposes. It may also be provided to the RCMP for investigation of offenses against the EI Act, subject to formal agreement it may be shared with federal, provincial, and municipal governments for the administration of their own programs. It may also be shared with employers for the purpose of assisting them with their responsibilities under the EI Act. **Retention and Disposal Standards:** Records are destroyed 3 years after the last action. **PAC Number:** 70-001 **Related to PR#:** HRDC INS 260 **TBS Registration:** 003409 **Bank Number:** HRDC PPU 281

### Record of Employment (Second Copy)

**Description:** Copies of individual Record of Employment forms. Each record may contain employee's name, address, SIN, and occupation,

employer's name, address, and CCRA business number; data pertaining to length of employment, date and reason for separation, expected date of recall, and insurable weeks and earnings. All requests for access must identify the period of employment covered by the record of employment. **Class of Individuals:**

Employment Insurance claimants as well as those people who changed jobs but did not claim employment insurance benefits. **Purpose:** Used in the administration and enforcement of the Employment Insurance Act.

**Consistent Uses:** Statistical, planning and internal audit purposes. The information may also be provided to private sector research firms for planning, statistics, research and evaluation. Subject to formal agreement, some information may be shared with other federal or provincial departments for planning, research and evaluation. Information may also be shared with the Department of Justice for the administration of the Family Orders and Agreements Enforcement Assistance Act. It may also be released to the issuing employer in exceptional circumstances. Release of information is subject to Section 127 of the Employment Insurance Act.

**Retention and Disposal Standards:** Files are retained for 10 years. **PAC Number:** 70-001 **TBS Registration:** 001971 **Bank Number:** HRDC PPU 385

#### Report on Hirings

**Description:** This bank contains information received from employers who voluntarily participate in the program. Each record contains the employee's SIN, the date of the first day worked and badge or payroll number is applicable, the employer's name, address and Canada Customs and Revenue Agency – Business number. The data received from employers is matched against benefit records to detect unreported work and earnings. **Class of Individuals:** EI claimants. **Purpose:**

To administer the EI Act, to detect unreported work and earnings of claimants. **Consistent Uses:** Information may be used for internal audit purposes and may be provided to find Commission's debtors whose whereabouts are unknown. Information may also be shared with Statistics Canada and private sector research firms for statistical, analytical, planning, and research and evaluation purposes. **Retention and Disposal Standards:** The observation is retained for a minimum of 2 years. **PAC Number:** 70-001 **TBS**

**Registration:** 002367 **Bank Number:** HRDC PPU 210

#### Returning Canadian Resident Program (RCRP)

**Description:** A detection program which compares data from Canada Customs and Revenue Agency and EI Claim information. **Class of Individuals:** EI claimant returning to Canada by air. **Purpose:** Using information obtained from Canada Customs and Revenue Agency, to detect claimants who have neglected to report their absence from Canada. Discrepancies are investigated. **Consistent Uses:** Information used for the Investigation and Control Case Management System (ICCM) which produces a number of monthly operational and

managerial reports beneficial to the operations of the Directorate. **Retention and Disposal Standards:** A minimum of two years. **PAC Number:** To be established. **TBS Registration:** 004165 **Bank Number:** HRDC PPU 120

#### Self Employed Earnings Match (SEEM)

**Description:** This program verifies if a person has been involved in self-employment activity while in receipt of Employment Insurance benefits. The SEEM uses data obtained from Canada Customs and Revenue Agency. **Class of Individuals:** EI claimants involved in self-employment activity. **Purpose:** To investigate claimants involved in self-employment who have not declared their activity while on claim. **Consistent Uses:** Information used for the Investigation and Control Case Management System (ICCM) which produces a number of monthly operational and managerial reports beneficial to the operations of the Directorate. **Retention and Disposal Standards:** A minimum of two years. **PAC Number:** To be established. **TBS Registration:** 004166 **Bank Number:** HRDC PPU 125

#### Social Insurance Number Registration

**Description:** Information in the individual records includes the applicant's first name, middle name, surname, date of birth, surname at birth, other surnames formerly used, sex, whether the applicant is a twin, place of birth, father's full name, mother's full name at birth, the Social Insurance Number (SIN) issued or re-issued, status in Canada, telephone number, mailing address, and may include the marital status and the name and address of the employer, the date of application, the applicant's signature and witnesses when required. This database contains a microfilmed image of each approved application for issuance of a SIN, for issuance of a replacement SIN, or for amendment of a SIN record. All requests for access must include the SIN, name and place and date of birth, the family name at birth of the individual's mother, as well as the same documentary proof of identity as is required when submitting an application for a SIN. **Class of Individuals:** Canadian citizens, registered Indians, permanent residents and those who are neither Canadian citizens nor permanent residents. **Purpose:** To register persons pursuant to section 138 of the Employment Insurance Act, and section 98 of the Canada Pension Plan Act, and those on whose behalf a SIN application has been received by the Commission. It is also used in the administration of certain Acts of Canada such as Employment Insurance (EI) Act, Canada Pension Plan (CPP) Act, and the Old Age Security (OAS) Act. Exchange of information with Canada Customs and Revenue Agency and Citizenship and Immigration Canada is provided for by CPP and EI Act respectively. **Consistent Uses:** Subsection 139(5) of the EI Act provides for the use of the Social Insurance Number Register data for the accurate identification of individuals and for the effective use by



such individuals of the cards and numbers. Such uses include an employer or former employer who has lost contact with an employee but requires that employee's SIN to meet legal requirements; the RCMP for investigation purposes, and Canada Student Loans Program to validate loan application data. **Retention and Disposal Standards:** Microfilmed copies of SIN application forms are retained for 100 years after the SIN has been issued. **PAC Number:** M59-73 **Related to PR#:** HRDC INS 585 **TBS Registration:** 002396 **Bank Number:** HRDC PPU 390

### The Combined Overpayment Detection System (COD)

**Description:** Information from the EI Claim File. **Class of Individuals:** EI Claimants. **Purpose:** The COD system matches transactions from several information sources to the EI Claim File to determine overlap periods of employment and the receiving of Employment Insurance benefits. **Consistent Uses:** Information used for the Investigation and Control Case Management System (ICCM) which produces a number of monthly operational and managerial reports beneficial to the operations of the Directorate. **Retention and Disposal Standards:** A minimum of two years. **PAC Number:** To be established **TBS Registration:** 004167 **Bank Number:** HRDC PPU 085

### The Front-End SIN Validation Program

**Description:** This program identifies irregularities involving SIN holders. **Class of Individuals:** EI claimants. **Purpose:** This program collects the SINs of all incoming claims and, on a weekly basis, matches them against the Social Insurance Registry (SIR). **Consistent Uses:** Information used for the Investigation and Control Case Management System (ICCM) which produces a number of monthly operational and managerial reports beneficial to the operations of the Directorate. **Retention and Disposal Standards:** A minimum of two years. **PAC Number:** To be established. **TBS Registration:** 004168 **Bank Number:** HRDC PPU 118

### Voluntary Disclosure Log

**Description:** Information collected up to September 1, 1989 regarding individuals including name, SIN, date of disclosure, office where disclosure was made, life of claim, number of offenses disclosed, and amount of overpayment. **Class of Individuals:** Individuals who have applied for Employment Insurance benefits and have voluntarily disclosed that they have knowingly made false statements to obtain benefits. **Purpose:** To maintain a central repository of persons who voluntarily reveal to the Commission that they have knowingly made false statements to obtain benefits. Information is used to ensure that a person benefits from the voluntary disclosure only once. **Consistent Uses:** Internal audit. Information may be provided to private

sector research firms for planning, statistics, research and evaluations. **Retention and Disposal Standards:** Information is retained for 50 years. **PAC Number:** 70-001. **Related to PR#:** HRDC INS 230 **TBS Registration:** 002365 **Bank Number:** HRDC PPU 205

## Labour Branch

### Adjudicators, Sole Arbitrators and Arbitration Board Chairpersons

**Description:** Information contained in this bank includes names, addresses, curricula vitae used in determining selection of individuals for the positions of sole arbitrators, arbitration board chairpersons and adjudicators. **Class of Individuals:** Canadian citizens. **Purpose:** To assist Dispute Resolution Services, FMCS in selecting suitable persons to act as grievance arbitrators and adjudicators, subject to the Canada Labour Code, Part I and Part III. **Consistent Uses:** None. **Retention and Disposal Standards:** Two years after the Department is notified that the person is no longer available to act as sole arbitrator, adjudicator or as chairperson of arbitration boards. **PAC Number:** 70-004, Amendment 1. **Related to PR#:** HRDC LAB 045 **TBS Registration:** 000452 **Bank Number:** HRDC PPU 041

### Canada Labour Code Part II

**Description:** Information contained in this bank includes reports records dealing with health and safety matters in the workplace. The files contain information obtained during the course of an investigation, inspection or counselling activity. **Class of Individuals:** Employees, employers and unions subject to federal jurisdiction. **Purpose:** Record, enquire into and resolve various issues in connection with the application of the Canada Labour Code Part II (Occupational Health and Safety). **Consistent Uses:** To determine if a violation exists under the Canada Labour Code, if the violation can be resolved between the parties, or if legal action is necessary. The information is used for statistical, planning and audit purposes. It may be used to provide information collected to a third party for the purpose of policy analysis, research and evaluation. It may also be provided to a third party for translation and transcribing purposes. **Retention and Disposal Standards:** To be established. **PAC Number:** 84-013 **Related to PR#:** HRDC LAB 230 **TBS Registration:** 003326 **Bank Number:** HRDC PPU 024

### Canada Labour Code Part III

**Description:** Information contained in this bank includes reports and records dealing with labour standards in the workplace. The files contain information gathered during an investigation, inspection or counselling activity. **Class of Individuals:** Employees, employers and unions subject to federal jurisdiction. **Purpose:** Record, enquire into and resolve various issues in connection with the



application of the Canada Labour Code Part III (Labour Standards). **Consistent Uses:** To determine if a violation exists under the Canada Labour Code, if the violation can be resolved between the parties, or if legal action is necessary. The information is used for statistical, planning and audit purposes. It may be used to provide information collected to a third party for the purpose of policy analysis, research and evaluation. It may also be provided to a third party for translation and transcribing purposes. **Retention and Disposal Standards:** Files are retained for two years after settlement of complaint. **PAC Number:** 69-135, Amendment 4. **Related to PR#:** HRDC LAB 185 **TBS Registration:** 000445 **Bank Number:** HRDC PPU 006

### Marketing Database

**Description:** Information contained in this bank includes names, addresses, telephone numbers, and e-mail addresses of subscribers/users of the Workplace Information Directorate's products. **Class of Individuals:** Human resources and industrial relations practitioners in Canada and abroad. **Purpose:** To activate subscriptions and/or provide access to the Directorate's publications and/or labour relations information database. **Consistent Uses:** To maintain subscriber information for activation, product delivery and promotion, renewal and follow-up purposes. **Retention and Disposal Standards:** Information maintained in electronic format only – no disposal standards established. **Related to PR#:** HRDC LAB 145 **PAC Number:** To be determined. **TBS Registration:** 005226 **Bank Number:** HRDC PPU 060

### Client Access Management System – Federal Mediation and Conciliation Service

**Description:** Information contained in the automated file includes names, addresses, telephone and facsimile information for dispute resolution professionals and persons who have been the recipients of FMCS services. **Class of Individuals:** Canadian citizens. **Purpose:** Mailing list. Portions of the list may be provided to a third party for the purpose of policy analysis, research and evaluation. **Consistent Uses:** To maintain an up-to-date mailing list. **Retention and Disposal Standards:** Superseded information is deleted from the list. **PAC Number:** To be determined. **Related to PR#:** HRDC LAB 145 **TBS Registration:** 005225 **Bank Number:** HRDC PPU 050

### Client Access Management System – Workplace Information Directorate

**Description:** Information contained in this bank includes names, addresses and/or telephone numbers and/or e-mail addresses of clients of the Workplace Information Directorate's information service. **Class of Individuals:** Human resources and industrial relations practitioners and the general public in Canada and abroad. **Purpose:** To receive and respond to requests

for information on collective bargaining and industrial relations. **Consistent Uses:** To record client information for response, follow-up and promotional purposes.

**Retention and Disposal Standards:** Information maintained in electronic format only – no disposal standards established. **PAC Number:** To be determined. **Related to PR#:** HRDC LAB 145 **TBS Registration:** 005227 **Bank Number:** HRDC PPU 059

### Laboratory Recording and Reporting System

**Description:** The Laboratory Recording and Reporting System is a multifunction database for recording investigations of occupational safety and health. The information holdings include employers, employer work sites, chemical exposure levels, industry sectors, work functions and an array of instruments used to conduct safety and health investigations. The names, telephone numbers and work addresses of active and retired Labour Program Inspectors are contained within the database. The database contains laboratory reports of chemical analyses conducted for workers within the federal jurisdiction of labour. The database contains calibration records for field deployable instruments that have been maintained by the Industrial Hygiene Laboratory on behalf of the Labour Program and external partners such as Transport Canada. **Class of Individuals:** Individuals identified in the data bank are inspectors and officials employed for the delivery of occupational safety and health. Employers within the federal jurisdiction of labour are identified, as are their worksites across Canada. Employees are not identified by name, however work functions are identified for worksites, example, sweeper within a grain elevator, bank teller, stevedore, etc. **Purpose:** The database has a single focus, to assist in identifying unhealthy worksites and chemical dangers for the purpose of occupational safety and health. The information bank is the record of occupational safety and health inspections by Labour Canada and Human Resources Development Canada in the investigations into worker exposures for hazardous physical and chemical substances. The database identifies worker exposures to asbestos fibres, benzene, solvents and a variety of other workplace substances and relates exposure to these substances by workers at Canadian worksites within the federal jurisdiction. This database has also been used to create field sampling forms, which contain the names of individual workers who have willingly participated in sample collection at their worksite. The Industrial Hygiene Laboratory Information holding goes back to 1979-1980. Electronic information exists since 1984 until the present. **Consistent Uses:** The information may be used for statistical purposes. The information may also be shared with provincial workers' compensation boards. **Retention and Disposal Standards:** To be determined. **PAC Number:** To be determined. **Related to PR#:** HRDC LAB 240 **TBS Registration:** 005123 **Bank Number:** HRDC PPU 051

### Compensation Claim Files

**Description:** Information contained in this bank includes reports of accidents, claims for compensation, supporting medical documents, correspondence and records of monies paid. **Class of Individuals:** Federal government employees and seamen employed on vessels register in Canada. Suitable proof of identification will be required from those requesting access. **Purpose:** To record all claims for compensation under the Government Employees' Compensation Act and the Merchant Seamen Compensation Act. **Consistent Uses:** To establish validity of claims and to determine claimants' monetary entitlement. **Retention and Disposal Standards:** Five years after merchant seamen claims settled and three years after federal government employees' claims are settled, then complete files are microfilmed. Microfilm retained for 100 years. **PAC Number:** 69-089, Amendment 1. **Related to PR#:** HRDC LAB 025 **TBS Registration:** 000450 **Bank Number:** HRDC PPU 032

### Conciliation Commissioner/Board Members Files

**Description:** Information contained in this file includes names, addresses of non-governmental persons who have either acted for Dispute Resolution Services, FMCS in the role of conciliation commissioners and board chairpersons, or who possess the required experience and qualifications to undertake third party work. In some cases, the files contain curricula vitae relating to the person's involvement in industrial disputes at the provincial level, or in respect of the service. **Class of Individuals:** Canadian citizens. **Purpose:** To assist FMCS to select suitable persons to act as conciliation commissioners and board chairpersons in reaching settlements of collective bargaining disputes, subject to the jurisdiction of the Canada Labour Code, Part I. **Consistent Uses:** To maintain a list of qualified persons. **Retention and Disposal Standards:** Two years after a person advises the Director General, FMCS that they no longer wish to be considered for the position of Conciliation Commissioner or Conciliation Board Chairperson. **PAC Number:** 70-004, Amendment 1. **Related to PR#:** HRDC LAB 040 **TBS Registration:** 000451 **Bank Number:** HRDC PPU 036

### Inmate Injury Compensation

**Description:** Information contained in this bank includes reports of accidents, claims for compensation, supporting medical documents, correspondence and records of sums of money paid. **Class of Individuals:** Inmates and former inmates of federal penitentiaries. **Purpose:** To record all claims for compensation under the Corrections and Conditional Release Regulations. **Consistent Uses:** To establish the validity of claims and to determine inmates' monetary entitlement. **Retention and Disposal Standards:** Five years after claim settled, complete file then microfilmed. Microfilm

retained for 100 years. **PAC Number:** 84-013 **Related to PR#:** HRDC LAB 235 **TBS Registration:** 000449 **Bank Number:** HRDC PPU 026

### International Labour Organization Files

**Description:** Information contained in this bank includes recommendations for payment, claims, invoices, contracts, transportation costs or tickets, hotel bills, hospitality claims and correspondence related to their costs, copies of cheque requisitions, proof of claims, journal vouchers with regard to salary changes, and standing advances. **Class of Individuals:** Canadian citizens residing in Canada. **Purpose:** To record all sums of money (accounts payable) to an individual attending an International Labour Organization conference. **Retention and Disposal Standards:** Six fiscal years. **PAC Number:** 78-001 **TBS Registration:** 000455 **Bank Number:** HRDC PPU 064

## Manuals

- Accountability Handbook (HRIB)
- Administrative Penalties Procedures Manual
- Assets Management Policy Manual
- Benefit Policy Circulars
- Business Resumption Plan
- Canada Assistance Plan Policy Manual
- Canada Pension Plan Appeals Manual
- Canada Pension Plan Benefit Administration Manual
- Canada Pension Plan Benefit Procedures Manual (Systems)
- Canada Pension Plan Claims and Benefits Procedures Manual
- Canada Pension Plan Record of Earnings Procedures Manual
- Canada Pension Plan Records of Earning and Contributions
- Canada Pension Plan Teleprocessing User Operating Procedures Manual (Systems)
- Canada Pension Plan Trusteeship Manual
- Canada Student Loans Program: Guide for Lenders
- Central Index Manual
- Child Tax Benefit and Children's Special Allowances
- Client Service Centre Manual
- Coding Manual of Collective Agreements
- Contribution Operations Guidelines
- Compliance Review Manual
- Data Interface Operations and Connectivity Document
- Delegation of Authority
- Delegation of Personnel Signing Authority

- Digest of Benefit Entitlement Principles
- Directory of Offices
- Directory of Services and Courses
- HRDC Office Design Guide
- HRDC Readiness Plan
- Emergency Operations Centre/Standard Operational Manual
- Emergency Planning Guidelines
- Facilities Management Policy and Procedures Manual
- Family Allowance Policy Manual
- Family Allowances Operations Manual
- Family Allowances Procedures Manual (Systems)
- Finance and Administration Correspondence
- Financial Administration Manual (automated)
- Financial Coding Manual
- Financial Management Manual (DRM)
- Foreign Worker Operational Guidelines
- Guidelines for Drafting and Processing Agreements
- Guidelines for the Preparation and Processing of Submission to the Canada Employment and Immigration Commission
- Guidelines for the Preparation of Ministerial Correspondence
- Guidelines on Assistance under CAP
- Guidelines on Cost-Sharing under CAP as Modified by Extended Health Care Services under EPF
- Guidelines Relating to Cost-Sharing under the Vocational Rehabilitation of Disabled Persons Act
- Handbook on SIN Registration
- Human Resources Manual
- Index of Umpire Decisions
- Industry Testing Strategy
- Industry Testing Operations Manual
- Infocentre Training Manuals Collection
- Informatics Policy
- Information Classification Departmental Guide
- Initial Technical Architecture
- Insurance Services Policy Manual
- Interface Transaction Standards
- Internal Audit Manual
- International Operations Client Service Centre Manual
- International Operations Procedures Manual
- International Operations Procedures Manual (Systems)
- Investigation and Control Manual
- Labour Affairs Officers Training Manual
- Mail Services Policy and Procedures Manual
- Mail Transport and Courier
- Manual Pay System
- Methods to Measure
- Ministerial Correspondence Manual
- Moveable Assets Inventory System – Operations Manual
- Non-National Employment Services System Offices Manual
- Notes on Homes for Special Care under CAP
- Occupational Demand and Area Report
- Office Consolidation – Employment Insurance Act and Other Related Legislation
- Old Age Security Policy Manual
- Old Age Security Policy and Procedures Manual
- Old Age Security Procedures Manuals (Systems)
- Old Age Security, Canada Pension Plan, Child Tax Benefit and Children's Special Allowances Bulletins
- On-line Manuals
- Operations Program Directives
- Payment Administration
- Operational Overview and Procedures Manual
- Orientation Presentation for New Promoters
- Pay Requisition Procedures Manual
- Performance Measures Reference Manual
- Personnel Bulletins
- Policy and Procedures Manual
- Policy, Liaison and Development Manual
- Position Description System
- Premium Reduction Manual
- Privacy, Access to Information and Human Rights Manual
- Procedures for New Promoters and Trustees (draft)
- Proof of Age Manual
- Reception and Enquiries Handbook
- Recorded Information Management Policy and Procedures Manual
- Records Classification Manual
- Reference Standards on OSH, Engineering and Hygiene
- Regional Computer Centre (RCC) Manual
- Release Commissioning Plan (draft)
- Renewal Guaranteed Income Supplement and Spouse's Allowance Operational Guidelines
- Report on the Administration of the Labour Adjustment Benefits Act (Quarterly Report)
- Security Policy and Procedures Manual
- Signage Improvement



- Statistics for Claims Filed under the Labour Adjustment Benefits Act
- Status of Day Care in Canada
- Subject File Classification
- Technical and Design Guide (for boardroom 326)
- Telecommunications Management Policy and Procedures Manual
- Umpire's Decisions (Canadian Umpire Benefits – CUB)
- User Acceptance Testing Procedures Manual
- Widowed Spouse Allowance Operations

## Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The information contained in the following listings is intended to help Canadians exercise their rights under the Privacy Act, the Access to Information Act and the Canadian Human Rights Act. It is a public document not an internal administrative document.

Most personal information collected by HRDC is kept locally whereas departmental information originating from HRDC is kept at National Headquarters. Requests for personal information should be directed to the office where you believe the file is held or to the Privacy and Security Directorate. Requests for access to information should be directed to National Headquarters.

### Useful Addresses

The following are some useful addresses. For local office addresses, please refer to the blue pages of your telephone directory.

National Headquarters  
Access to Information and Privacy Coordinator  
140 Promenade du Portage  
Place du Portage  
Phase IV, Level 1  
Hull, Quebec  
K1A 0J9

Tel.: (819) 994-0416

### Regional Offices

Newfoundland Regional Office  
689 Topsail Road  
P.O. Box 12051, Station A  
St. John's, Newfoundland  
A1B 3Z4

Quebec Regional Office  
Complexe Guy Favreau  
200 René-Lévesque Blvd. West  
Tower West  
Montréal, Quebec  
H2Z 1X4

Prince Edward Island Regional Office  
85 Fitzroy Street  
P.O. Box 8000, Central Station  
Charlottetown, Prince Edward Island  
C1A 8K1

Ontario Regional Office  
4900 Yonge Street, 2<sup>nd</sup> Floor  
North York, Ontario  
M2N 6A8

Nova Scotia Regional Office  
Metropolitan Place  
99 Wyse Road  
P.O. Box 1350  
Dartmouth, Nova Scotia  
B2Y 4B9

Manitoba Regional Office  
Post Office Building  
266 Graham Avenue  
Room 750  
Winnipeg, Manitoba  
R3C 0K9

New Brunswick Regional Office  
1081 Main Street  
P.O. Box 6044  
Moncton, New Brunswick  
E1C 9G8

Saskatchewan Regional Office  
2045 Broad Street, 6<sup>th</sup> floor  
Regina, Saskatchewan  
S4P 2N6

Alberta and Northwest Territories Regional Office  
Canada Place  
9700 Jasper Avenue, Suite 1440  
Edmonton, Alberta  
T5J 4C1

British Columbia and Yukon Territory Regional Office  
Library Square, Suite 1400  
300 West Georgia Street  
Vancouver, B.C.  
V6B 6G3

### Use of Social Insurance Numbers (SIN)

The collection and use of Social Insurance Numbers (SIN) by HRDC is authorized by the following pieces of legislation:

- Employment Insurance Act;
- Income Tax Act;
- Canada Pension Plan and Regulations;
- Old Age Security Act and Regulations;
- Canada Labour Code;
- Canada Student Loans Act and Regulations;
- Family Allowances Act and Regulations;
- Family Orders and Agreements Enforcement Assistance Act and Regulations;
- Labour Adjustment Benefits Act;
- Labour Adjustment Review Board;
- National Dose Registry for Occupational Exposures to Radiation;
- Immigration Adjustment Assistance Program;
- Canada Education Savings Grant.

### Examples of Personal Information Exchanges

- Provincial Governments
- Canada Customs and Revenue Agency, Statistics Canada and other federal government departments
- Royal Canadian Mounted Police and Provincial Police Corps

## Reading Room

HRDC's two main libraries have been designated as public reading rooms. They are located at the following addresses:

National Headquarters  
Place du Portage  
140 Promenade du Portage  
Phase IV, 1<sup>st</sup> Floor  
Hull, Quebec  
K1A 0J9

National Headquarters  
Place du Portage  
165 Hotel de Ville  
Phase II, 7<sup>th</sup> Floor  
Hull, Quebec  
K1A 0J2

Regional offices also have reading rooms. Please refer to the addresses above for their locations.





















